

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 22 January 2026 at 7.30pm
Harbury Village Hall

Present

Clr Tim Lockley (Chair)	Clr Samantha Allen (from 7.55pm)
Clr Keith Thompson	Clr Alan Knowles
Clr Edward Mulley	Clr Julie Balch
Clr Robert Stockdale	Clr Michael Goodman

Absent

Clr Sylvester
Clr Gard

In Attendance

Alison Biddle, Clerk to the Council

Public

District Cllr Susan Ostrander
John Holden (Harbury & Ladbroke News)
2 members of the public

26/001 Apologies

Apologies were received and accepted from Cllr Sylvester.

26/002 Declarations of Interest

None.

26/003 Dispensations

- 1 It was **RESOLVED** to grant revised dispensations for all members of the council in respect of Harbury Village Hall to take effect from today's meeting.
- 2 There were no other dispensation requests to consider.

26/004 Minutes

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

26/005 Public Participation

A member of the public raised the problem of poor visibility at the junction of Ivy Lane and South Parade on egress from Ivy Lane because of cars parking in South Parade too close to the junction. There have been a couple of minor collisions recently and many near misses. Please would the parish council bring pressure to bear on WCC and ask that something is done to improve the situation.

With the council's permission, the chairman altered the order of the agenda and brought forward agenda item 9.2 as follows:

26/006 Traffic Sight Lines at Ivy Lane/South Parade Junction

The parish council is aware of the difficulties at this junction as outlined above in the public forum. It was agreed to request a site meeting with WCC's area officer and County Cllr Chris Kettle to discuss possible improvements.

26/007 Other Organisations

1 Harbury Library

Nothing to report.

2 Harbury School

The school has been successful in obtaining funding for air source heating to be installed.

3 Southam College

No report.

4 Twinning Association

No report.

5 Harbury Village Hall

No report.

6 Harbury Future Energy

No report received. The clerk advised that as and when the draft lease is received for the EV chargers installation in the car park, it should be reviewed by the parish council's solicitors before it is signed.

7 SDC & WCC

County and district councillors reported as follows:

SDC

Cllr Ostrander's written report had been circulated to members prior to the meeting. She highlighted the following:

- There had been a high number of responses to the public consultation on the South Warwickshire Local Plan. These were taking a while to work through, along with recent changes to the NPPF, but the process is still on schedule at the moment.
- Severn Trent has expressed its concerns that this whole area is served by Southam Sewage Works which is already at capacity. Although this is not grounds for refusal of planning permission, Cllr Ostrander has made reference to this in her objections to recent planning applications by housing developers.
- There is currently a consultation by SDC on whether to introduce council tax premiums on second homes.

- There are two new PCSOs based at Southam.
- There is currently a consultation on funding for the Police & Crime Commissioner.
- There will be a conference at Stratford next month for small and medium businesses.

WCC

Cllr Kettle was not present and there was no written report available.

26/008 Planning Matters

1 Planning ref 25/02712/OUT - Land north of Mill Street

Outline planning application with all matters reserved except for access, for the demolition of existing agricultural buildings, and creation of up to 38 dwellings, public open space, landscaping, sustainable drainage, all associated works and provision of 4 car parking spaces to serve Harbury Health Centre.

N.B. To review delegated response of objection submitted on 9 December 2025.

It was **RESOLVED** to maintain the objections submitted in the delegated response.

2 Planning ref 25/02821/OUT - Land north of Harbury Depot, Station Road

Hybrid Planning application consisting of: Full application for the development of 230 homes including new vehicular access onto Ropeway and emergency access onto B4551, pedestrian and cycle links; public open space including play areas and community orchard; landscaping sustainable urban drainage and other associated Infrastructure works; and an outline application (with all matters reserved other than access) for the development of a Local Centre (including class E (a) retail), proposed vehicular access, parking and other associated works.

N.B. To review delegated response of objection submitted on 5 January 2026.

It was **RESOLVED** to maintain the objections submitted in the delegated response.

3 Planning ref 25/03021/FUL - Land north of Hall Lane

Cllr Allen joined the meeting at the start of this item.

Full application for the erection of 2 no. dwellings including landscaping and associated works following the grant of Permission in Principle for 2 no. dwellings (ref 25/02425/PIP).

N.B. To review delegated response of objection submitted on 14 January 2026.

It was **RESOLVED** to maintain the objections submitted in the delegated response.

4 Planning ref 25/02755/FUL - Land at Bull Ring Farm Road

Erection of five dwellings, creation of new access and associated works.

N.B. To review delegated response of objection submitted on 14 January 2026.

It was **RESOLVED** to withdraw the objection submitted under delegated powers but to request an archaeological survey and assessment.

5 **Appendix A – delegated responses.**

Noted.

26/009 Properties

1 Hall Lane Allotments

a) Wall repairs & new access

Planning permission has now been granted and the works will commence as soon as the weather is suitable and the contractor can fit it into his schedule.

b) Current condition & maintenance

Cllr Sylvester has met with plot holders who have requested that the parish council strims the vacant plots. He is meeting with the grounds maintenance contractor on site next week to obtain a quote for this. It was **RESOLVED** to approve that the strimming is carried out subject to a reasonable quote being received.

c) Mains water supply

Cllr Sylvester has approached Severn Trent to obtain a quote for a mains water connection but Severn Trent charges a fee of £195 for this. It was **RESOLVED** to pay the fee of £195 to Severn Trent.

26/010 Environment

1 Stile Replacements

It had been suggested that the double stile is replaced with a stockproof kissing gate but one of the landowners has expressed concerns about this. They have also queried who would be responsible for future maintenance of the gate. Cllr Goodman offered to speak to the landowner concerned to find a solution.

2 Traffic Sight Lines at Ivy Lane/South Parade

Already discussed at 26/006 above.

26/011 Climate Change

Cllr Stockdale reported that a grant application for improvements to the school pond has now been submitted by the PTA to SDC's climate fund with many thanks to Cllr Sylvester for all his help with this.

26/012 Finance & General Purposes

1 Budget Report

Noted. No questions.

2 Bank Reconciliation Reports- last quarter 2025.

The bank reconciliations reports for October, November and December 2025 were completed by the clerk and have been checked by Cllr Allen. Everything is in order.

3 Grant Application for New LED Floodlights

It was **RESOLVED** to apply to SDC's Climate & Community Fund for replacement LEDs for the tennis courts floodlights and also a cashless payment system for use by people

wanting to use the courts outside club sessions. The application will be completed on the PC's behalf by members of the tennis club with help from Cllr Lockley. As part of the grant application conditions, they need to check whether planning permission is required. It is expected that the works will cost approx £20k.

4 Annual Review of Financial Risk Assessment

The document was reviewed and it was **RESOLVED** that no amendments were required.

5 Annual Review of Treasury & Investment Policy

The document was reviewed and it was **RESOLVED** that no amendments were required.

6 Annual Review of Statement of Internal Control

The document was reviewed and it was **RESOLVED** that no amendments were required.

7 Annual Review of Fixed Assets Register

Cllr Lockley volunteered to check the benches and bins. Cllr Thompson will check the office equipment. The play equipment is checked weekly by the inspection team. This will be completed for approval at the February PC meeting.

8 Appointment of Internal Auditor

It was **RESOLVED** to appoint IAC Audit & Consultancy as the internal auditor for 2026/27.

9 Warwickshire Pension Fund 2025 Draft Valuation & Funding Strategy

This information had been circulated to members prior to the meeting. It was **RESOLVED** to make no comments. The clerk was asked to complete the online response accordingly.

26/013 Budget & Precept 2026/27

1 Staff Salaries

It was **RESOLVED** to increase staff salaries by 3.5% from 1 April 2026 with the exception of the clerk's salary which is subject to the national pay agreement.

2 Councillors Allowances

It was **RESOLVED** that these would remain at their current levels for 2026/27 i.e. £800 per annum for the chair and £400 per annum for elected councillors.

3 Cemetery Fees

It was **RESOLVED** that cemetery fees would increase by £2.00 per item with effect from 1 April 2026.

4 Playing Field – Mowing Quotation 2026

It was **RESOLVED** to approve the quotation received from Frank Mann Farmers at a cost of £74 per mow plus VAT.

5 Reserves Levels

It was noted that the general reserve is high. For this reason, the budget for 2026/27 includes some items which will be funded from the general reserve. The possibility of transferring some funds to the new skate park and cemetery reserves was discussed. This will be further considered at the end of this financial year.

6 Budget 2026/27

The draft budget had been circulated to members prior to the meeting. It was **RESOLVED** to approve the budget for 2026/27 without amendment as per appendix C.

7 Precept 2026/27

It was **RESOLVED** to approve a precept of £156,243 for 2025/26 (Band D Rate £129.49) This represents an increase of 5.39% on the 2025/26 Band D rate of £122.87.

26/014 Accounts for Payment

It was **RESOLVED** to approve the accounts for payment as per Appendix B to include accounts paid in December 2025 as well as those payable on 22 January 2026 and the transfer of £6501 from the Unity Trust current account to the tennis courts maintenance fund held in the Cambridge Building Society. Cllrs Stockdale and Allen will authorise the payments and confirm that they have checked the invoices by email.

26/015 Policies & Meetings Calendar

1 Meeting Dates Calendar 2026/27

It was agreed to hold the annual meeting of the parish council on 28 May 2026 and the ordinary July PC meeting on 16 July 2026.

2 Website Accessibility Statement

It was **RESOLVED** to approve the statement, which had been circulated to members prior to the meeting, without amendment.

26/016 Reports & Questions

None.

26/017 Exclusion of Public & Press

Confidential matters to be discussed here following a resolution to exclude the public under Sec 100A of the Local Government Act 1972.

There were no confidential matters to discuss.

26/018 Date of Next Meeting

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 26 February 2026 at Harbury Village Hall.

The meeting closed at 8.30pm.

Signed Chairman Date.....

APPENDIX A

Planning Applications – Delegated Responses 22 January 2026

- 1 [Planning ref 25/03079/TREE - Crantock, 7 Vicarage Lane](#)
T1 willow- selective reduction of end-weight to prevent failure, removing 3-4 metre sections (maximum intended cuts highlighted in submitted, annotated photographs).
No representation

- 2 [Planning ref 25/02678/FUL - Ivy Cottage, 30 Ivy Lane](#)
Raising and replacement of roof, incorporating gable overhangs and vaulted ceilings. Replacement of flat roof with catslide roof. Installation of conservation roof lights and solar panels. Removal of rear chimney and alterations to rear fenestration. Replacement of window on side elevation. Addition of lime-render plinth to front elevation. Demolition of boiler house.
No representation

- 3 [Planning ref 25/02916/TREE - Manor Cottage, Park Lane](#)
T1 cedar – fell. T2 Lawson cypress – fell.
No representation

- 4 [Planning ref 25/02850/TREE - Churchyard, All Saints Church, Church Street](#)
T1 (tag no: 02659) Fraxinus excelsior - Reduce canopy on south-western side, to prevent damage to adjacent church building. -T2 (tag no: 02660) Ilex aquifolium - Reduce canopy on north-western side, to prevent damage to adjacent church building.
No representation

- 5 [Planning ref 25/02768/TREE - 21 Farm Street](#)
T1 yew - Prune from phone lines to allow a clearance of approximately 0.5 metres. Crown lift to approximately 2.5 metres above ground level and balance the sides, by reducing by up to approximately 0.5 metres to shape.
No representation

- 6 [Planning ref 25/03094/FUL - White Gates, Chesterton Road](#)
Application for full planning permission to replace two disused buildings with one new building to support a care farm.
No representation

- 7 [Planning ref 25/02821/OUT – Land north of Harbury Depot, Station Road](#)
Hybrid Planning application consisting of: Full application for the development of 230 homes including new vehicular access onto Ropeway and emergency access onto B4551, pedestrian and cycle links; public open space including play areas and community orchard; landscaping sustainable urban drainage and other associated Infrastructure works; and an outline application (with all matters reserved other than

access) for the development of a Local Centre (including class E (a) retail), proposed vehicular access, parking and other associated works.

OBJECT on the following grounds:

1. The density of housing is too high and parking provision is insufficient.
2. Increased traffic on local roads and further congestion in village centres.
3. Exponential increase in demand for health services and local schools. The doctor's surgery is already under enormous pressure and won't be able to cope with hundreds of more patients.
4. Lack of heritage and archaeological assessments.
5. Lack of regular and reliable public transport.
6. Lack of connectivity to village centres, including Deppers Bridge.

8

[Planning ref 25/02712/OUT - Land north of Mill Street](#)

Outline planning application with all matters reserved except for access, for the demolition of existing agricultural buildings, and creation of up to 38 dwellings, public open space, landscaping, sustainable drainage, all associated works and provision of 4 car parking spaces to serve Harbury Health Centre.

OBJECT on the following grounds:

1. This area already suffers from heavy traffic congestion, with parking on both sides of the road by local residents and also people accessing the surgery and school. Because of this, there are concerns around safe access to and egress from the development site.
2. The drainage on this site is very poor. There is a concern that development of the site will lead to run off onto adjacent fields and footpaths leading to localised flooding.
3. Development of these fields will result in permanent loss of open green space and easy access to the countryside along existing field paths. Furthermore, there would be a serious detrimental impact on the local ecology and biodiversity if these fields are lost.
4. The development would place excessive demands on the doctor's surgery and village school.
5. The area which was once occupied by the filling station is contaminated land and needs to be addressed.
6. The local bus service is poor and does not provide adequate connectivity.
7. The view from Mill Street across the countryside is an important view from the village which, in accordance with the Harbury Village Design Statement, should be protected.
8. The site requires an archaeological survey as evidence of Roam remains have been found in the surrounding area.
9. A contribution towards the existing recreation area would be preferable to the creation of a new on site play area.
10. Any CIL/Sec 106 funding should include the village library.

9

[Planning ref 25/03021/FUL - Land north of Hall Lane](#)

Full application for the erection of 2no. dwellings including landscaping and associated works following the grant of Permission in Principle for 2no. dwellings (ref. 25/02425/PIP)/.

OBJECT on the following grounds:

1. Over development of the plot. One house instead of two would be preferable on this size plot.
2. The access is tight and there is only limited parking provision.
3. One house is very close to the railway. Originally a 30m exclusion zone was included which was then reduced to 10m but this has now disappeared altogether with apparently no consultation with Network Rail despite the history of landslips along the embankment.
4. There is a concern that Feckenham House has adequate outdoor space (as per SPD requirements Sect D3 page 55) with the retention of the trees along the western border.

10

[Planning ref 25/02755/FUL - Land at Bull Ring Farm, Bull Ring Farm Road](#)

Erection of five dwellings, creation of new access and associated works.

OBJECT on the following grounds:

1. The pinch point at the entrance to Bull Ring Farm Road at its junction with Church Terrace and Hall Lane remains a concern for the passage of large vehicles and the provision of safe pedestrian access to the village.
2. The site is outside the built up area boundary and therefore does not comply with the Harbury & Deppers Bridge Neighbourhood Development Plan.
3. The site is close to the Iron Age settlement of the village and we would therefore like to see a full archaeological survey and assessment carried out which may discover important artefacts.

APPENDIX B

Accounts for Payment

Accounts for approval 22 January 2026

Urgent accounts paid since the last meeting and requiring formal approval of the council

Accounts for payment on 22 January 2026

Payee	Payment ref	Net	Vat	Gross
Staff costs	260104 to 08	3,634.79		3,634.79
Npower (defib electric)	260109	1.46	0.07	1.53
Fairways (pitch marking)	260110	210.00	-	210.00
R Print Birmingham Ltd (local market flyers)	260111	75.00	-	75.00
WALC (training - M Goodman)	260112	40.00	8.00	48.00
T Bastin (bin & shelter cleaning)	260113	40.00	-	40.00
C Birch (rent refund)	chq no 300027	53.33	-	53.33
BT (phone & b'band)	d/debit	60.95	12.19	73.14
Valda Energy Ltd (s/lights electric)	d/debit	95.54	19.11	114.65
Valda Energy Ltd (s/lights electric)	d/debit	1,029.62	205.92	1,235.54
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'hance)	s/order	1,051.84	210.37	1,262.21
		-	-	-
	Sub-totals	6,752.86	455.66	7,208.52
	TOTALS	7,541.52	517.44	8,058.96
		-	-	-
Transfers				
From Unity Trust to Cambridge BS (annual maintenance conts)	chq no 300026			£6,501.00

APPENDIX C

Budget 2026/27

Budget Heading	2024-25	2025-26	2025-26 Spend				T/f to reserve	2026-27
	Actual Spend	Budget	Actual to 30/11/25	Forecast for 4 months ending 31/03/26	Funded from reserves	Total	Net budget under/(overspend)	Budget
Open spaces								
Contract maintenance	6014	5560	3781	1890		5671	(111)	5784
Additional grass cutting	0	500	0	500		500	-	500
Tree maintenance	3365	3000	205	1500		1705	1,295	0
Purchase of new equipment/trees	0	1000	41	1000		1041	(41)	1000
Misc maintenance	0	1000	15	1000		1015	(15)	1000
Litter bin emptying	586	800	652	150		802	(2)	800
Bus shelter & recycle bin cleaning	480	500	320	160		480	20	500
Memorial Garden	212	1000	54	950		1004	(4)	500
Total open spaces	10657	13360	5068	7150		12218	1,142	0
Playing fields & car park								
Contract maintenance	2598	2450	1633	817		2450	(0)	2499
Add grass cutting /m'nance/ trees/trac	4972	4560	3887	3180		7067	(2,507)	0
Equipment inspection/maintenance	1133	5000	2277	2723		5000	(0)	5000
Purchase of new equipment	2252	0	0	0		0	-	0
Grass cutting playing fields	1020	1704	1167	142		1309	395	0
Car park	40615	1000	0	1500		1500	(500)	0
Car park extension (NOT HFE)	0	0	0	0		0	-	0
New Skate Park & BMX Track Fund	0	7500	0	0		0	7,500	7500
Total playing fields & car park	52591	22214	8964	8362		17326	4,888	7500
Non-estate roads								
Contract maintenance/leaf, litter clear	2130	2008	1339	669		2008	(0)	2048
Additional leaf clearance	0	150	0	0		0	150	0
Total non-estate roads	2130	2158	1339	669		2008	150	0
Grants & community support								
Community transport	0	0	0	0		0	-	0
General community grants	3128	5000	5053	1947	2000	5000	-	5000
Special projects	0	0	0	0		0	-	0
Harbury Market	1173	1174	520	250		770	404	700
Total grants	4301	6174	5573	2197		5770	404	0
Other Expenditure								
PC's Contribution to sinking fund	1967	1967	0	2068		2068	(101)	2171
Village assets/ improvements	2403	1000	470	1000	0	1470	(470)	1000
Seasonal lights	2638	2500	1076	2500		3576	(1,076)	2500
Village tree planting	620	0	0	620	620	0	-	0
Total other expenditure	7,628	5,467	1,546	6,188		7,114	(1,647)	0
Salaries & Pensions								
Salaries	31,331	33,990	21,466	12,524		33,990	(0)	35,180
Employer's NI	2,902	3,825	2,609	1,305		3,914	(89)	4,000
Staff Pensions	5,799	6,800	4,354	2,177		6,531	269	7,000
Total salaries & pensions	40,032	44,615	28,429	16,006		44,435	180	0
Administration								
Printing & stationery	373	500	269	231		500	(0)	500
Advertising/website/ communications	1,035	1,000	582	418		1,000	(0)	1,500
Postages/Telephone/Broadband	785	750	492	258		750	(0)	750
Room hire	244	350	190	77		267	84	350
Insurance	1,423	1,500	1,574	0		1,574	(74)	1,600
Subscriptions	2,416	2,500	1,380	1,120		2,500	(0)	2,500
Audit fees	1,286	1,300	700	375		1,075	225	1,300
Office equipment	681	250	30	450	450	30	220	250
Bank charges	127	300	82	40		122	178	200
Training	175	1,000	210	500	0	710	290	1,000
Councillors' allowances	2,800	3,200	0	3,000		3,000	200	2,800
Travel expenses	20	50	40	40		80	(30)	50
Other expenses	449	500	550	100	0	650	(150)	500
NDP	0	0	0	0		0	-	0
Parish office	5,774	6,500	4,414	2,086		6,500	(0)	6,500
Election expenses	0	0	0	0		0	-	0
Total administration	17,584	19,700	10,516	8,695		18,760	940	0
								19,800

Allotments										
Rent	650	775	325	450		775		-		900
Repairs/maintenance/water charges	0	500	0	500		500		-		200
Allotments track hedge	800	0	0	0		0		-		0
Rent refunds	0	0	0	0		0		-		0
Well- being project	1,872	0	0	500	500	0		-		200
Hall Lane improvements	1,220	0	265	8,500	8,765	0		-		0
Total allotments	4,542	1,275	590	9,950		1,275		0	1,300	
Cemetery										
Contract maintenance	2,644	2,493	1,662	831		2,493	0			2,543
Repairs/maintenance incl trees	5,050	3,400	1,735	2,100		3,835	(435)	0		2,000
Rates	1,243	1,200	1,243	0		1,243	(43)			1,400
New cemetery project	0	10,000	0	0		0	10,000	10,000		10,000
Misc (includes memorial repairs)	640	500	1,061	0		1,061	(561)	0		500
Water charges	285	0	69	40		109	(109)			100
Green waste collection	240	225	0	240		240		(15)		250
Total cemetery & churchyard	10,101	17,818	5,769	3,211		8,980		8,838	10,000	16,793
Street Lights										
Electricity consumed	6,918	7,000	6,774	3,400		10,174	(3,174)			7,000
Maintenance & replacement	7,220	8,000	1,493	2,500		3,993	4,007			25,000
Misc	5	0	0	0		0	-			0
Total street lights	14,143	15,000	8,268	5,900		14,168		832		32,000
Climate Emergency										
Hire fees/publicity/expenses	-	-	-	-		-	-			60
Total climate emergency	-	-	-	-		-	-			60
Vat payments										
Total Expenditure	163,709	147,781	76,062	68,327		132,054		15,727	17,500	167,562

Income										
Precept	138,886	147,711	147,711	0		147,711	-			0
Spare line	0	0	0	0		0	-			0
Cemetery fees	2,660	1,500	1,445	300		1,745	(245)			1,500
Verge contribution (S136)	1,346	1,200	0	1,350		1,350	(150)			1,350
Deposit account Interest	2,681	600	1,176	500		1,676	(1,076)			1,500
Tennis Courts Fund (Cambridge) interest	1,017	500	0	500		500	-			500
Nationwide Account interest	1,876	400	0	500		500	(100)			1,000
Hinckley & Rugby Account interest			434			434	(434)			750
Grants	0	0	0	0	0	0	-			0
CIL & Sec 106	0	0	0	0	0	0	-			0
Sports club conts to sink fund	0	0	0	0	0	0	-			0
HJFC pitch marking cont		0	0			0	-			2,245
Allotments rents	1,214	1,540	1,618	0		1,618	(78)			1,760
Insurance Claims	0	0	0	0		0	-			0
Wayleave	134	135	135	0		135	0			135
Playing field hire	330	230	250	0		250	(20)			250
VAT refund	24,375	0	0	0	0	0	-			0
Misc	26	0	2,320	0	0	0	-			0
Total income	174,545	153,816	155,088	3,150	0	155,919	(2,103)			10,990
Income less expenditure		6,035	79,026	(65,177)		23,864	(17,829)			(156,572)
Surplus/deficit in year c/f		-6,035				23,864		17,829	17,500	329
T/fer from general reserve										-
Budget deficit										(156,243)
Council Tax Base	1200.92	1202.16								Precept
Band D Rate	115.65	122.87								156,243
										income
										1206.61
										129.49