HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 23 April 2026 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (chair)
Cllr Kate Gard
Cllr Keith Thompson
Cllr Sam Allen
Cllr Robert Stockdale
Cllr Julie Balch
Cllr Ashley Sylvester
Cllr Alan Knowles
Cllr Michael Goodman

Absent

Cllr Edward Mulley

In Attendance

Alison Biddle, Clerk to the Council

Public

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

26/055 Apologies

Apologies were received and accepted from Cllr Mulley.

26/056 Declarations of Interest

Cllr Allen declared a personal interest in the Harbury School PTA grant application (agenda item 6.2) as she has children at the school.

26/057 Dispensations

None.

26/058 Minutes

It was RESOLVED to approve the minutes of the ordinary meeting of the parish council held on 26 March 2026 as a true and complete record of that meeting.

26/059 Public Participation

None.

26/060 Community Grant Applications

1 Harbury Library
It was **RESOLVED** to award a grant of £1,100 to cover the cost of replacing the coffee machine for the café.

2 Harbury School PTA
It was **RESOLVED** to award a grant of £2,340 towards the purchase of a bicycle shelter. The installation cost is on top of this. The PTA were advised to come back to the parish council once they had a quote for this.

26/061 Other Organisations

1 Harbury Library
It is the AGM next week. The arrangements for the management of the cafe are being re-structured . They have recently lost some experienced volunteers. The library is doing well and footfall has increased.

2 Harbury School
Outdoor play and learning is a national scheme. The school now has a huge range of activities and equipment on the playing field which is well used at lunchtimes. It has been very successful and the children love it.

3 Southam College
No report.

4 Harbury Twinning Association
No report.

5 Harbury Village Hall
No report.

6 Harbury Future Energy
No report.

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:

- The importance of the SWLP was emphasised. Having a local plan is the only way to have control over development in the area. The SWLP continues to make progress. There will be further consultation on the soundness of the plan in June 2026 with the final draft due to be submitted for examination in December 2026. Cllr Ostrander believes that the plan will be adopted by the new unitary authority which will replace SDC & WDC.

- Housing land supply is a big issue at the moment nationwide. SDC has an interim plan for managing its current shortfall which includes appointing consultants to boost more effective delivery. SDC is aware that neighbouring councils who have rejected more than 10% of planning applications face the prospect of being put into special measures which means that a planning inspector will determine future applications. This is not a good situation to be in and one which SDC is being careful to avoid.
- SDC has the highest recycling rate in the whole of country.
- The new social housing allocations policy has now been adopted by SDC. This is a far better policy than the previous one. It is much fairer and more transparent and has all party support.

WCC

Cllr Kettle's written report had been circulated prior to the meeting. He highlighted the following:

- WCC has said that consideration needs to be given to the cumulative impact of development proposals on traffic and transport.
- Cllr Kettle has doubts as to whether the SWLP will be adopted by the new unitary authority. There is still a very long way to go before the plan is ready for adoption. It is a matter of timing and will be a big challenge.
- There has been some progress regarding the streetlighting outside Henry's in Bush Heath Lane. E.ON has now been appointed by the developer to install the new lights.
- Cllr Kettle has asked WCC Highways to re-investigate the flooding issue on the corner of Farm Street and Mill Street.
- Action is being taken to improve the condition of the roads. There are 14 teams working on pothole repairs. The weather conditions have contributed to the number of potholes that have appeared over the last few months. This problem is top of every councillor's list and they are pushing very hard for a solution.

26/062 Planning Matters

1 Planning ref 26/00495/FUL - 5 Deppers Bridge
First floor rear extension
It was **RESOLVED** to make no representation.

2 Planning ref 26/00147/FUL - Pool Cottage, Temple End
Two storey rear extension, repairs and fenestration alterations to the existing cottage, and a detached garage to the rear with associated courtyard and entrance gates.
It was **RESOLVED** to object on the following grounds:

The application is not complete in terms of materials and it is not possible to measure compliance with either the Harbury and Deppers Bridge NDP policies H.01, H.05 or H.10 or the SDC Core Strategy CS.8, CS.9 and CS.15. It is important to preserve the character of the Harbury conservation area, by use of materials appropriate to the site.

The proposed garage is inappropriate in scale for this positioning. Typically, a garage or outbuilding would have a maximum overall height of four metres. This is over five metres, classing this a 1.5 storey building, and the separation distance to habitable rooms at Bush Heath Lane No.2 is less than 7 metres. This does not comply with SPD Part F2 and built form of this aspect of the application would create an overshadowing and overbearing impact.

3 Planning ref 26/00791/FUL - Hazebrook, The Pound
The erection of a single storey side extension, single storey rear extension, roof conversion with vertical extension and rear flat roof extension at first floor level and alterations to existing first floor balcony.
It was **RESOLVED** to make no representation.

4 Planning ref 26/00773/FUL - Pans Garden, 22 Farm Street
Demolition of conservatory, proposed single storey rear and side extension. Replacement of existing uPVC windows with timber windows.
It was **RESOLVED** to make no representation.

5 **Appendix A – delegated responses.**
Noted.

26/063 Properties

1 **Hall Lane Allotments**
Two regular plots have now been marked out on the cleared area and these are now being advertised. The repairs to the water harvesting system are in hand and will be completed by the council's handyman. Unfortunately, the application to SDC's climate fund for a grant to cover the cost of a mains water connection was not successful but Cllr Sylvester will look for other opportunities. The padlock on the shed has now been replaced. The wall repairs are due to start at the beginning of May.

26/064 Environment

1 **Stile Replacements – SM84**
The landowners have not yet reached an agreement on what should replace the double stile. One landowner would like two gates and the other landowner would prefer one kissing gate. The clerk has explained that the parish council will fund the gates and organise the installation but without the landowners reaching an agreement, the parish council will not be able to take this any further forward. One of the landowners has said that they will discuss it further with WCC's rights of way officer. The clerk asked them to come back to her after they have done this.

26/065 Climate & Biodiversity

1 Update

The group has been looking at a nature recovery plan for the parish. They are going to overlay the parish map with biodiversity features. They are compiling a list of areas in public ownership, including some of the local farms. Amanda and Martin Randall are going to produce a first draft of an action plan.

2 Swift Boxes

Some of the swift boxes made by the Men's Shed have delaminated and need to be replaced. It was RESOLVED to fund their replacement. The clerk will obtain a quote and place an order with the same company that made the majority of the original boxes as these are still in good condition. It is expected to cost approx £250 to £300.

26/066 Finance & General Purposes

1 Budget Report Year Ended 31 March 2026

Noted. No questions.

2 Bank Reconciliation Report 31 March 2026

The bank reconciliation has been checked by Cllr Allen. Everything is in order.

3 Transfer to Reserves

It was RESOLVED to transfer £50k from the general reserve to the new skatepark fund. This will bring the total in that reserve to £80K. Cllr Allen was asked to follow up the search for grant funding to build a new skate park as a matter of urgency.

4 Review of Reserves Policy Statement

The draft policy had been circulated prior to the meeting. It was RESOLVED to approve the amendments to the policy statement which included the updated figures for the year just ended.

5 Amendment to Fixed Assets Register

A system error had led to the cost of the new cemetery bench at £815 not being included in the total value of the fixed assets when the register was reviewed in February. This has been identified during the internal audit. The register has now been amended and the revised document circulated prior to the meeting. It was RESOLVED to approve the amended register with a total value of fixed assets of £366, 890.07.

6 Financial Report Year Ended 31 March 206

The report had been circulated prior to the meeting. It was RESOLVED to approve it and it was duly signed by the chairman and the clerk.

7 Annual Governance & Accountability Return (AGAR) 2026

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 apart from the discrepancy in the total value of the fixed assets which has since been amended (see above). It was RESOLVED to approve the internal audit report.

b) Approval of Section 1 of AGAR 'Annual Governance Statement 2025/26.

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 2025/26

The accounting statements at Section 2 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 will be published on the council's website on Tuesday, 2 June 2026 and documents will be available for inspection from Wednesday, 3 June 2026 until Tuesday, 14 July 2026.

8 Renewal of WALC Subscription

It was RESOLVED to renew the WALC and NALC annual subscription at a total of £843 plus VAT.

26/067 EV Charging Station

No update has been received from the solicitor yet.

26/068 Annual Parish Meeting 7 May 2026

It was agreed that Cllr Gard would take the minutes in the absence of the clerk. Cllr Lockley will purchase the refreshments. Cllr Balch took charge of the annual reports to be handed out at the meeting.

26/069 Accounts for Payment

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

26/070 Reports & Questions

- A request has been received from a metal detectorist to survey the village playing fields and greens. It was agreed that they could have access to the village greens, but not the playing fields.
- It was noted that the clerk will be on leave during the first 2 weeks in May. Cllr Lockley will act as emergency contact.

- Councillors Corner takes place this coming Saturday, 25 April 2026 from 10am to 11am.

26/071 Exclusion of Public & Press

There were no confidential matters to discuss.

26/072 Date of Next Meeting

The next meeting of the council will be the annual meeting to be held at 7.30pm on Thursday, 28 May 2026 at 7.30pm at Harbury Village Hall. The annual meeting will be immediately followed by the next ordinary meeting.

The meeting closed at 8.57pm.

Signed …… Chairman Date…….

APPENDIX A

Planning Applications – Delegated Responses
23 April 2026

1 Planning ref 26/00751/TREE - Western House, Station Road
Proposed: T1 cherry – fell; T2 cherry – fell: TG2 Prunus – fell: C1 Ivy – fell; H1 Lonicera - fell
No representation

APPENDIX B

Accounts for Payment

Accounts for approval 23 April 2026				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	**Payment ref**	**Net**	**Vat**	**Gross**
Harbury Carnival (grant)	260319	503.00	-	503.00
Arrowscape (website management)	260320	840.00	-	840.00
GASS (grant)	260321	1,000.00	-	1,000.00
SDC (cemetery rates)	260400	1,259.70		1,259.70
Fairways (pitch marking - February)	260401	210.00		210.00
	Sub-total	3,812.70	-	3,812.70
Accounts for payment on 23 April 2026				
Payee	**Payment ref**	**Net**	**Vat**	**Gross**
Staff costs	260402 to 06	3,535.84		3,535.84
Npower Business Solutions (defib cabinet)	260407	1.56	0.08	1.64
IAC Audit & Consultancy Ltd (internal audit)	260408	280.25	56.05	336.30
Fairways (pitch marking - March)	260409	420.00	-	420.00
WALC (annual subs)	260410	843.00	125.00	968.00
SLCC Enterprises Ltd (advert)	260411	364.00	72.80	436.80
H Drabble (memorial garden & cemetery bank)	260412	177.50	-	177.50
A Biddle (expenses)	260413	6.35	-	6.35
BT (phone & b'band)	d/debit	64.95	12.99	77.94
Valda Energy Ltd (s/lights electric)	d/debit	597.35	130.54	727.89
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,072.87	214.57	1,287.44
		-	-	-
	Sub-totals	7,824.00	612.03	8,436.03
	TOTALS	**11,636.70**	**612.03**	**12,248.73**
		-	-	-