HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 25 June 2026 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (chair)
Cllr Ed Mulley
Cllr Keith Thompson
Cllr Robert Stockdale
Cllr Julie Balch
Cllr Michael Goodman
Cllr Alan Knowles
Cllr Ashley Sylvester

Absent

Cllr Sam Allen; Cllr Kate Gard

In Attendance

Alison Biddle, Clerk to the Council

Public

Nicola Thompson (Harbury & Ladbroke News)
7 members of the public

26/095 Apologies

Apologies were received and accepted from Cllr Allen and Cllr Gard. District Cllr Ostrander and County Cllr Kettle also sent their apologies.

26/096 Declarations of Interest

None.

26/097 Dispensations

None.

26/098 Minutes

It was RESOLVED to approve the minutes of the following meetings:

1. The annual meeting of the parish council held on 28 May 2026.
2. The ordinary meeting of the parish council held on 28 May 2026.

26/099 Public Participation

Anti-social Behaviour

Residents raised their concerns about drugs related activity in a specific area of the village. They were frustrated at the lack of action by the police and their apparent inability to accept reports/evidence from people who are not directly affected. They asked the parish council for support. The chairman was sympathetic but reiterated that the police need first hand reports and hard evidence before they can act. He offered to act as a point of contact between residents and the police as he is aware that some people are too scared to contact the police

direct. District Cllr Ostrander has also been supportive and has been in contact with the housing association.

### Harbury Toddler Group – Grant Application

A representative from Harbury Toddler Group spoke in support of their grant application. They explained that the group was run entirely by parents and volunteers. They charge just £2 per child and this covers their costs but doesn't make any profit. They are asking for a grant of £170 to buy new shelves for their toy shed.

### Harbury Pre-school – Grant Application

A representative from Harbury Pre-school spoke in support of their grant application. They need new safety surfacing for their outdoor play area which will cost £16k. They have raised some funds already and are asking the parish council for £1500. They will be submitting applications to other grant funding bodies too.

## 26/100 Community Grants

1 Harbury Show
It was RESOLVED to award a grant of £385 to cover the cost of hiring the village hall.

2 Harbury Stay & Play Toddler Group
It was RESOLVED to award a grant of £170 for new shelving in the toy shed.

3 Harbury Pre-school
It was RESOLVED to award a grant of £1500 towards the cost of new safety surfacing for the outdoor play area.

## 26/101 Other Organisations

1 Harbury Library
The library has been closed for 2 mornings this week because of the heatwave. They still need new volunteers.

2 Harbury School
No report.

3 Southam College
No report.

4 Harbury Twinning Association
No report

5 Harbury Village Hall

The AGM took place last night. The bookings are going well.

6 Harbury Future Energy

The group has been looking into an energy saving subscription scheme for residents.

7 SDC & WCC

County and district councillors reported as follows:

SDC

Cllr Ostrander was not present but her report had been circulated prior to the meeting. Parish councillors had no questions or comments to make.

WCC

Cllr Kettle was not present. The councillor grant fund closes for applications in mid-July. There is a small budget and there will only be one round this year.

26/102 Planning Matters

1 Planning ref 26/00990/FUL - Linden Farm Cottage, 35 Deppers Bridge

Change of use of an existing 2 bedroom annex/outbuilding from ancillary accommodation to short term self-catering holiday accommodation.

This application had been previously discussed at the May parish council meeting and the council had objected to it. However, after taking into account detailed advice received from the planning officer since then, the council reconsidered the application and it was RESOLVED to withdraw the previous objections.

2 Proposal to include notified addresses list on e-planning

A member of the public would like SDC to publish on e-planning, the list of addresses to which it has sent planning notices and is seeking the support of the parish council for this proposal. A published list would enable the parish council and residents to check if all the relevant neighbours have been notified. The proposal follows a failure by SDC to notify a resident living at the rear of a planning application site. It was RESOLVED to support the proposal. Cllr Lockley will draft a letter to the head of planning at SDC.

3 Appendix A – delegated responses.

Noted.

26/103 Properties

1 Hall Lane Allotments

a) Grant Application for Mains Water Connection

Cllr Sylvester is working on the application which will be submitted to SDC at the end of July.

b) Vacant Plots

The parish council's maintenance person will strim the vacant plots in the next few days. The strimming had been delayed to allow the daisies to finish flowering. One new tenant has recently come forward. Posters advertising the vacant plots have been put up on the village notice boards.

2 Pineham Farm Allotments

a) Community Plots

Tenants have now been found for 2 of the vacant plots. The clerk is still looking for a gardener to take on the general maintenance of the area.

3 Cemetery

a) Cemetery Bank Planting & Maintenance

It was agreed that Hannah Drabble would take on the maintenance of the bank, including the strimming/mowing, in an effort to ensure the plants and bulbs have the best chance of survival.

b) New Cemetery

The landowners are now in a position to proceed with the transfer of land to the parish council for the purpose of developing a new cemetery. The field in question is situated in Bush Heath Road. Cllr Lockley has been in contact with the land agent and a land registry compliant plan is to be drawn up. It was RESOLVED to proceed with the land transfer to the parish council. The clerk was instructed to find a solicitor to act for the parish council and to obtain quotes from consultants who specialise in the development of cemeteries.

4 New Skate Park

No update.

26/104 Environment

1 Stile Replacements at Pineham Farm Allotments

The clerk is still in the process of obtaining final quotes. The cost will be approx £700 to include VAT and delivery. It was RESOLVED that the clerk should place the order as soon as possible.

2 Streetlights – LED Replacement Lanterns

Only one quote has been received so far. Two more are awaited. This will be on the agenda again next month.

3 Deppers Bridge Traffic Survey

The results of the recent survey had been skewed by road closures and roadworks in the area. The survey will be re-run in September at no extra charge to the parish council.

26/105 Climate & Biodiversity

1 Parish Biodiversity Strategy

The following documents had been circulated prior to the meeting for review by members:

a) Harbury Parish Biodiversity Statement
It was RESOLVED to adopt the statement without amendment.

b) Harbury Parish Biodiversity Policy
It was RESOLVED to adopt the policy without amendment.

c) Harbury Parish Nature Recovery & Action Plan
It was agreed that this document needs some further work before it can be adopted.

2 Swift Boxes

Amanda Randall is still in discussion with the maker about the final design. It is estimated that the new boxes will cost £30 to £35 each, or 10 for £350.

3 Carnival Stall

The carnival was a very well attended, successful event.

26/106 Finance & General Purposes

1 Budget Report

There were no questions. It was noted that the deposit for the netball court resurfacing is to be paid for from the tennis courts reserve fund.

2 Bank Reconciliation Report 31 May 2026

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

3 New Standing Order for FMF Contractors

The new owner took over with effect from 1 June 2026. It was RESOLVED to approve the amendment to the standing order for the new bank details.

4 HRI Harbury FC – Pitch Hire 2026/27

It was RESOLVED to increase the pitch hire fee to £260 per annum for the 2026/27 season. There were no other amendments to the contract.

5 CIL Receipt – Replacement Benches

The parish council has recently received a CIL payment of £4777. It was RESOLVED to use this money to cover the cost of replacing the benches outside the surgery and the cemetery. The clerk explained that this had been delayed owing to a requirement by WCC that the contractor has a minimum of £10 million public liability insurance. The PC's contractor only has £5 million PLI although the PC has £10 million on its own insurance. She will discuss this further with WCC.

26/107 Review of EV Charging Station Lease

A number of issues with the draft lease have been flagged up by the solicitor. Therefore, the parish council cannot sign it as it stands. It was agreed that the clerk, Cllr Lockley and Cllr Sylvester will meet with the solicitor to clarify the issues raised so as to better understand their implications before referring back to WCC.

26/108 Employment & Staff

1 Draft Employment Contract for Clerk

It was agreed that the staffing group would meet to discuss this and review the various clauses before recommending a final draft to the council.

2 Draft Sick Absence Policy

As above, this needs further discussion and review by the staffing group.

26/109 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.

26/110 Reports & Questions

- It was agreed to include seasonal lights on the next agenda.

26/111 Exclusion of Public & Press

There were no confidential matters to discuss.

26/112 Date of Next Meeting

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 16 July 2026 at 7.30pm at Harbury Village Hall.

The meeting closed at 8.51 pm.

Signed …… Chairman Date…….

# APPENDIX A

Planning Applications – Delegated Responses
25 June 2026

1 Planning ref 26/00989/FUL - 38 South Parade
Single storey rear extension
No representation

2 Planning ref 26/01024/LDE - Land at Bishop's Bowl Fishery, Station Road
This application seeks confirmation that development pursuant to planning permission ref 23/01718/FUL, granted on 06/10/2023, was lawfully commenced prior to the three year expiry date of 01/10/2026.
No representation

APPENDIX B

Accounts for Payment

**Accounts for approval 25 June 2026**

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

| Payee | Payment ref | Net | Vat | Gross |
|---|---|---|---|---|
| T Bastin (bin & shelter cleaning) | 260600 | 40.00 | - | 40.00 |
| Courtstall Services Ltd (netball court deposit) | 260601 | 4,697.50 | 939.50 | 5,637.00 |
| SSE (streetlighting electricity) | d/debit | 351.50 | 70.30 | 421.80 |
| | | - | | - |
| | | - | - | - |
| | Sub-total | 5,089.00 | 1,009.80 | 6,098.80 |

**Accounts for payment on 25 June 2026**

| Payee | Payment ref | Net | Vat | Gross |
|---|---|---|---|---|
| Staff costs | 260602 to 05 | 3,495.47 | - | 3,495.47 |
| Npower Business Solutions (defib cabinet) | 260606 | 1.25 | 0.06 | 1.31 |
| FM Farmers (field mowing - September 2025) | 260607 | 142.00 | 28.40 | 170.40 |
| FM Farmers (bonfire tractor help) | 260608 | 275.00 | 55.00 | 330.00 |
| Fairways (pitch marking - May) | 260609 | 420.00 | - | 420.00 |
| FM Farmers (field mowing - May 2026) | 260610 | 148.00 | 29.60 | 177.60 |
| P Bones (footpath group expenses) | 260611 | 10.00 | - | 10.00 |
| FM Farmers (Hall Lane wall clearance - May 26) | 260612 | 75.00 | 15.00 | 90.00 |
| Viking (ink cartridges) | 260613 | 48.63 | 9.73 | 58.36 |
| Edge IT Systems Ltd (Email &Office 365 renewal) | 260614 | 531.40 | 106.28 | 637.68 |
| X2 Connect Ltd (replacement part - phone box) | 260615 | 105.00 | 21.00 | 126.00 |
| T Bastin (cleaning services) | 260616 | 80.00 | - | 80.00 |
| BT (phone & b'band) | d/debit | 64.95 | 12.99 | 77.94 |
| Adams & Munson (office rent) | s/order | 469.46 | - | 469.46 |
| Frank Mann Farmers (grds m'nance) | s/order | 1,072.87 | 214.57 | 1,287.44 |
| | | - | - | - |
| | Sub-totals | 6,939.03 | 492.63 | 7,431.66 |
| | **TOTALS** | **12,028.03** | **1,502.43** | **13,530.46** |
| | | - | - | - |