

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 16 July 2026 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (chair)
Cllr Sam Allen
Cllr Keith Thompson
Cllr Robert Stockdale

Cllr Julie Balch
Cllr Kate Gard
Cllr Alan Knowles
Cllr Ashley Sylvester

Absent

Cllr Ed Mulley; Cllr Michael Goodman

In Attendance

Alison Biddle, Clerk to the Council

Public

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

26/113 Apologies

Apologies were received and accepted from Cllr Mulley. District Cllr Ostrander also sent her apologies.

26/114 Declarations of Interest

None.

26/115 Dispensations

None.

26/116 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting held on 25 June 2026.

26/117 Public Participation

None.

26/118 Other Organisations

- 1 Harbury Library
No report.
- 2 Harbury School
No report.
- 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 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 reported as follows:

- The government has announced that there will be two unitary authorities in Warwickshire, one for the north of the county and one for the south. Elections for the shadow authorities will take place in May 2027. This is a major re-organisation of local government and will take 2 years to achieve in full.
- HS2 works are proceeding. There are closures planned for the B4451 and the A423 over the next few months as the new road bridges are opened.
- Cllr Kettle has written to the chief executive of WCC highlighting the important of WCC responding to the increasing number of large planning applications in the area, and to consider the cumulative effect of all development proposals rather than considering each one in isolation and ignoring that cumulative effect. This has a particular impact on both highways and schools.

26/119 Planning Matters

1 [Planning ref 26/01615/TREE - Temple House, Temple End](#)

T1 – lime – Reduce overall height by 3 metres and reduce lateral spread by 2 metres to maintain a balanced crown and appropriate size.

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

2 [Planning ref 26/01633/TPO - Temple House, Temple End](#)

T2 horse chestnut – Reduce overall height by 3 metres and reduce lateral spread by 2 metres. Additionally, reduce the large limb extending over the stone wall by 3 metres, to rebalance the crown, lessen the risk of limb failure and maintain a safe clearance over the boundary. To maintain the tree at a suitable size to surrounding property and to reduce the weight and leverage of the extended lateral limbs, as part of ongoing tree management (see annotated photograph).

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

3 [Planning ref 26/00147/FUL \(amendment\) - 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. An amendment has been received as follows: revised drawing no 4273-02G has been received incorporating an amended position and height of the garage, with additional dimensions and materials included. The climate change checklist has been updated to reflect the new drawing number/revision.

It was **RESOLVED** to maintain the council's previous objections to the application, despite the amendment, as follows:

- The revision of plans for the garage in terms of vertical scale is welcomed. However, as this is not a constrained site, and the proposed garage is over 2.5m in height, it would be preferable if the positioning of this were to be in line with permitted development and be 2 or more metres from the boundary to minimise any neighbour amenity impacts.
- It is noted that the latest plans show "compliance with a conservation engineers' recommendations". There is no supporting evidence to detail what materials will be used.
- The structural report dated January 2026 (which gives feedback on drawing 4273-02A) recommends a post in the original cottage to support the first-floor beam – this is not shown on the plans.
- To ensure the development meets the design quality and environmental requirements of Policy CS.9 and AS.10 of the Core Strategy, a schedule of materials and finishes should be submitted and approved by the local planning authority before any work is undertaken.
- There is a significant amount of Harbury stone in the rear wall of the current property. This should be reused in the development and the PC requests detail of such in advance.
- This location is in the middle of two junctions on a busy road, in close proximity to the primary school and adjacent to the bus stop for the local college. The PC requests that a Construction Environment Management Plan (CEMP) be submitted and approved in advance of works, to include conditions relating to parking by site operatives, site deliveries and construction hours.
- The PC would also like the drainage system at the eastern end of the property to be redesigned to discharge within the site. Page 8 of the structural report refers.

4 **Appendix A – delegated responses.**

There were no listings for appendix A this month.

26/120 [Properties](#)

1 **Hall Lane Allotments**

The strimming is underway and going well. Once the strimming has been completed, the water system will be fixed. There has been some interest from new people. The grant application for the mains water connection will be submitted to SDC at the end of July.

2 Pineham Farm Allotments

The standard of the allotments in general has improved greatly since last year. The community plot now has some new tenants who have worked really hard to clear the weeds and it is now looking very good. The 4 smaller raised beds need building higher but the timber is showing signs of rotting. It was agreed to obtain a quote for replacing these with another large bed. The clerk will forward the quotes to councillors when received as the PC will not meet again until the end of September. One of the large beds needs topping up with soil. The clerk is waiting for a quote for this but it was agreed that the PC would cover the cost.

3 New Cemetery

a) Appointment of Solicitor

It was **RESOLVED** to appoint Feldon Dunsmore to act for the PC in the land transfer.

b) Tier 1 and 2 Surveys

So far only one quote has been obtained. The clerk will obtain further quotes and these will be considered at the September PC meeting.

4 Harbury Playing Field

a) Trees at Side of Tennis Courts

It was **RESOLVED** to approve the order for cutting back the trees at a cost of £700.

b) Emergency Access

The clerk explained that the fire service had recently been called to attend a fire in the spinney but there was no one on hand with keys for the bollards to let them have access to the playing field. Fortunately, the fire service were able to run a hose from Pineham Farm and the fire was quickly brought under control. All of the sports clubs have keys along with the grounds maintenance contractor and the clerk but it's not practical to display contact numbers for these people. The clerk was asked to find out if a key safe were to be installed, if we could give the code to the emergency services to keep on their records.

c) New Skate Park

There is £80k in the fund already. A grant will be needed as well, and also a project manager. Cllr Allen volunteered to take on this role but thought that community involvement would also be needed.

5 Trees

It was **RESOLVED** to approve the quote for a new tree survey to be carried out.

6 The Pound

The clerk has searched the archives and has found documentary evidence that The Pound was sold by WCC to the parish council in 1972 for £1 and that this included the grassed areas only with the road being specifically excluded. Therefore, the road across

the green is owned by WCC and they are responsible for its repair and maintenance. Cllr Kettle confirmed that the large pothole in this section of road had now been added to WCC Highways' jobs list for repair.

26/121 Environment

1 Streetlights LED Replacement Lanterns

Three quotes had been obtained and circulated prior to the meeting. It was **RESOLVED** to place an order with E.ON at a cost of £16,770 plus VAT.

26/122 Climate & Biodiversity

1 Update

Cllr Stockdale updated members as follows:

2 'People's Emergency Briefing'

Following a request from a resident for the PC to support the screening of this film for public information, members of the climate and biodiversity group have watched it and agree that it is of interest and could provide a starting point for debate by residents. It was **RESOLVED** that the parish council would cover the cost of hiring the village hall to enable the film, which is available for free, to be screened. The screening is to be organised by the resident who brought it to the PC's attention.

3 WWT Wildflower Scheme

The council was asked to consider working with WWT to implement their wildflower growing scheme by suggesting suitable areas in the village where this might take place. Councillors could not think of any suitable land owned by the parish council but suggested that perhaps Orbit might agree to the use of the triangle green in Manor Road.

4 Solar Panel Rental Scheme

A number of people have expressed an interest in a scheme where people can rent solar panels on a monthly basis. There will be a public presentation about this 11 September 2026.

26/123 Finance & General Purposes

1 Budget Report

There were no questions. The clerk pointed out that the PC had already spent its community grants budget for the year.

2 Bank Reconciliation Report 30 June 2026

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

3 SDC Audit & Standards Committee

Parish councils are invited to nominate a councillor to represent parish councils on SDC's Audit & Standards Committee. There were no volunteers for this role.

26/124 Review of EV Charging Station Lease

Cllrs Lockley and Sylvester and the clerk had met with the council's solicitor today to discuss the draft lease which the solicitor has recently reviewed and identified a number of pitfalls and omissions. As drafted, the lease exposes the parish council to all kinds of liabilities. It was agreed that the clerk would organise a face to face meeting with WCC to discuss what the parish council needed to see included in the heads of terms to make sure they meet the PC's needs. WCC would then have to redraft this document which would then be reviewed again by the parish council. This is a process which is likely to take some time.

26/125 Seasonal Lights

It was agreed that Cllr Balch would research some new styles of lights and liaise with the other members of the seasonal lights working party. If there are new lights to order which fall within the agreed budget, it was **RESOLVED** that the clerk should order them as soon as possible and without waiting for the September PC meeting.

26/126 Policies for Review

1 IT Policy

This policy was reviewed and it was **RESOLVED** that no amendments were necessary.

2 Developer Pre-application Meetings Protocol

This policy was reviewed and it was **RESOLVED** that no amendments were necessary.

3 Statement of Value for Money.

This policy was reviewed and it was **RESOLVED** that no amendments were necessary.

26/127 Staff Matters

1 Contract of Employment for New Clerk

It was **RESOLVED** to approve the contract as recommended by the staffing group.

2 Sickness Absence Policy

It was **RESOLVED** to adopt the sickness absence policy as recommended by the staffing group.

26/128 Accounts for Payment

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

26/129 Reports & Questions

- Is there any news regarding the installation of replacement benches outside the surgery and the cemetery. The clerk reported that she was still waiting to hear from WCC.
- Cllr Thompson asked for a volunteer to put the cemetery green bins out for collection next week in his absence.

26/130 Exclusion of Public & Press

There were no confidential matters.

26/131 Date of Next Meeting

The next ordinary meeting of the council will be held at 7.30pm on Thursday, 24 September 2026 at 7.30pm at Harbury Village Hall.

The meeting closed at 8.38 pm.

Signed Chairman Date.....

APPENDIX B

Accounts for Payment

Accounts for approval 16 July 2026				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
Harbury Toddler Group (grant)	260617	170.00		170.00
Harbury Pre-school (grant)	260618	1,500.00	-	1,500.00
Harbury Village Show	260619	385.00	-	385.00
WCC (feasibility study)	260620	1,000.00		1,000.00
HCR Law (draft contract review)	260700	1,792.50	358.50	2,151.00
	Sub-total	4,677.50	358.50	5,036.00
Accounts for payment on or before 23 July 2026				
Payee	Payment ref	Net	Vat	Gross
Staff costs	260701 to 05	3,743.71	-	3,743.71
Npower Business Solutions (defib cabinet)	260706	1.55	0.08	1.63
S Nicholson (expenses - Sept 2025)	260707	18.36	-	18.36
S Nicholson (expenses)	260708	430.54	-	430.54
Office Boffins (office cupboard)	260709	377.95	75.59	453.54
Frank Mann Farmers (field mowing - June 2026)	260710	222.00	44.40	266.40
M Randall (expenses - carnival banner)	260711	94.48	-	94.48
Harbury Village Hall (room hire)	260712	114.00	-	114.00
Harbury Village Hall (local market)	260713	104.00	-	104.00
A Biddle (allotment prizes)	260714	31.50	-	31.50
SSE Energy Solutions	d/debit	386.78	77.36	464.14
BT (phone & b'band)	d/debit	64.95	12.99	77.94
Adams & Munson (office rent)	s/order	469.46	-	469.46
FMF Contractors Ltd (grds m'nance)	s/order	1,072.87	214.57	1,287.44
		-	-	-
	Sub-totals	7,132.15	424.99	7,557.14
	TOTALS	11,809.65	783.49	12,593.14
		-	-	-