

**HARBURY PARISH COUNCIL**

**Minutes of the Ordinary Parish Council Meeting  
Thursday, 27 September 2018  
The Farley Room, Harbury Village Hall**

**Present:**

Cllr S Allen

Cllr S Ekins

Cllr C Gibb

Cllr T Lockley (Chairman)

Cllr A Mancell

Cllr A Rutherford

Cllr P Summers

Cllr K Thompson

Cllr J Thornley

**Absent:**

Cllr C Christou

**In Attendance:**

Mrs A Biddle, Clerk to the Council

Mrs C Gwillam, Minute Secretary

District Cllr J Harris

County Cllr R Stevens

**Public:**

Mrs L Ridgley, Harbury News

Members of the Public: 5

**18/144**

**Apologies:**

Cllr C Christou

**18/145**

**Declarations of Interest:**

Cllr Lockley – Agenda item 11.5. He is a member of the tennis club

Cllr Thompson - Agenda item 11.5. He is a member of tennis club

**18/146**

**Dispensations:** None

**18/147**

**Public Participation:**

- Agenda item 8.2 Water Tower Holding planning application: The council were asked to view this positively as the application was totally genuine with the demolition of two rows of derelict agricultural barns and construction of two 2-bedroomed bungalows (class C3 dwellings) specifically for the elderly/disabled with a connection to Harbury. It was important to the applicant that ownership is retained but let out at affordable rents; a sale would only occur if no suitable tenants could be found.
- Mrs Ridgley's concerns regarding Spitfire Homes and Henry's development were not on the agenda.
- 15 Ivy Lane: Application has been amended, but the parish council has not received any notification of this yet. 5-bedroomed property with 2 parking spaces, side by side on the drive. Cllr Allen felt sure that regulations required 3 spaces for a 5-bed and suggested that the applicant check this with SDC.

The council agreed to that items 9.2 and 13.2 on the agenda should be brought forward as follows:

**18/148 Annual GASS bonfire**

Arrangements remain the same, although a meeting was recently held to ensure that there were no problems this year with stray fireworks. The tractor should be used carefully to avoid damaging the new path.

**18/149 WW1 Centenary November 2018**

(i) Cllr Gibb had circulated a comprehensive report on Harbury and Chesterton combining to take part in the national Battle Over events. Windmill Hill, Chesterton provided the highest point for the lit beacon and all checks on suitability, safety, insurance, consent have been undertaken by Paul Quinney from Harbury Scouts who has had valuable experience in organising similar events, i.e. the well-established Harbury Bonfire Night. Grateful thanks were expressed for all his hard work. Online confirmation of St John's Ambulance attendance had been received. Due to the potential adverse weather conditions, there is no parking around the windmill; an 85-seater double decker bus will be hired to operate a free service for spectators (expected to be around 500 for insurance purposes) on a 15-minute circular route. This is a one-off event. As such, there would be extensive advertising locally, including the Harbury News. Cllr Lockley proposed the council's commitment to funding; all agreed. There would be a review at next month's council meeting. The centenary silhouettes were not guaranteed to arrive, although it was hoped they would; however, there would be plenty of poppies. Cllr Stevens pointed out that there were some WCC grants available for small parishes to help with these types of events which could be explored. Finally, Cllr Gibb tendered his apologies that he would not be able to attend this event as he was honoured to have received an invitation to the service in Westminster Abbey.

(ii) To consider costs / agree financial support  
It was **RESOLVED** to approve the request for £931 (as per the breakdown in Cllr Gibb's application), comprising a grant of £721 to be paid to Harbury Scouts and a payment of £210 for bus hire.

**18/150 Minutes:**

1 It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 27 July 2018 as a true and complete record of that meeting; they were duly signed.

2 It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on Thursday 30 August 2018 as a true and complete record of that meeting; they were duly signed.

**Other Organisations:****To receive reports from the following:****1. Harbury Library**

Cllr Lockley attended a recent meeting; Harbury Library is cited as a source of advice to other community libraries on the Government's official website on 'How to create a library'.

**2. Harbury School Governors**

Cllr Gibb reported that he had recently been elected as Chair of Governors. Slow progress still on the improvements, but all concerned were working hard to try to speed this along.

**3. Public Safety**

None.

**4. Southam College**

Cllr Stevens reported that the Governors were meeting the following week, that the Sports Hall was due to be completed in November 2019 and that, again, excellent exam results had been attained.

**5. Twinning Association**

None.

**6. Village Hall**

Cllr Rutherford reported that some work was needed, i.e. disabled access, refurbishment of the Fraley Room and the porch, plus a new battery storage system is being installed.

**7. Harbury Energy Initiative**

None.

**8. WALC/NALC**

None.

**9. SDC/WCC****SDC:**

Cllr Harris reported that:

- The Harbury Neighbourhood Plan should go to cabinet early October; she planned to speak in support of it and vote for it to be accepted. All parties have worked hard to produce such an excellent and thorough plan.
- Concerns raised regarding HS2 works have been noted, and she was working with the parish council on this issue. She and the PC chairman met in the summer with HS2 representatives who promised local consultation but this has not so far been fulfilled. She and the PC chairman are organising a further meeting to take place earlier on the evening of the next PC meeting to which adjacent parishes will be invited.

- The first phase of GLH building will commence shortly. Bellway Homes are in consultation with the community and SDC and their application will shortly be submitted, then the breaking of ground will follow. There is some concern with movement of vehicles and staff into the area along with HS2, nothing is forthcoming from WCC Highways about potential road closures and significant increases of traffic.
- Concern is raised over maternity services in the area, particularly over the issue at the Horton Hospital and state of poor provision in Oxfordshire. This affects Harbury as our residents cannot deliver at the John Radcliffe. The maternity led unit at the Horton is understaffed with no obstetric unit and has lately been closed with no staff, relying on community midwife provision, but they were too removed, taken to the JR to cover, leaving no cover in North Oxfordshire; those on the borders required to go to Warwick maternity unit, thereby increasing its usage. If Warwick closes its doors, as it has done at least 33 times due to capacity issues, this affects local residents and where they can deliver their babies. This is unacceptable as mother and baby could be at risk, and she is raising this issue at the high level and asking the CCGs and the health HOSCs to address this straight away.

#### **WCC:**

Cllr Stevens had circulated his report; the main points being:

- August and September have been exceptionally quiet at Shire Hall. The WCC meeting at the end of July, before the summer recess, concentrated on the provision of additional school places to meet the increase in housing numbers and plans to introduce a ring road around George Elliot Hospital in Nuneaton. Several changes will be taking place early next year with senior managers retiring and reorganising senior management to fit in with the smaller council budget and responsibilities.
- Southam GCSE and A level exam results were again excellent. Alison Hynde, formerly Head at Dasset Primary School, has been appointed as Executive Head of the combined Long Itchington Primary School and St James School in Southam, both now part of the Diocese MAT. After 30 years, Cllr Stevens has stepped down as a primary school governor but remains a governor at Southam College. Harbury Primary is almost full to capacity in most ages and continues to have good results. There are no plans for Harbury to join the Diocesan MAT.
- It is still unclear when the main works of HS2 will commence. Much to the annoyance of local land owners, HS2 sub contractors are still entering land unannounced and road diversions/delays are still taking place, particularly in Bascote Heath where road surveys and site investigation in association with the tunnel is planned. Heritage and environmental issues are delaying progress with their trial pit at Wormleighton. The recent round of road shows did not shed any lights on the plans. HS2 sent a delegation to the Feldon

forum at Stockton village hall late September and are scheduled to hold a plethora of meetings around the district.

**18/152      Deppers Bridge**

1. Ward Councillor Update  
None.
2. Correspondence received  
None.
3. Members' items  
None.

**18/153      Planning:**

**1      18/02701/FUL**

Proposed construction of 1 ½ storey dwelling with new access to Butt Lane (revised scheme)

**Land west of Butt Lane**

There was some discussion on this self-build application, favourably revised since last time, in that it is set back further, more trees and orchard planted at bottom of plot.

It was **RESOLVED** to make no representation, with an added comment that this self-build application is considered to be compliant with Harbury's emerging neighbourhood plan.

**2      18/02550/FUL**

The demolition of two rows of derelict agricultural barns and construction of two 2-bed bungalows (use class C3), designed specifically for elderly and/or disabled people with a local connection to Harbury. Associated internal access drive to serve the consented dwelling granted under 18/00492/COUQ  
**Water Tower Holding, Ufton Road**

A lengthy discussion took place; concern was raised about the long distance from amenities in the heart of the village and, although there was a bus stop available, this would not suit everyone thereby isolation was a major risk to some. A decision was difficult, but it was felt (even after comments at the beginning of the meeting concerning this) that this was a piecemeal application – it was too isolated.

It was **RESOLVED** to object on the following grounds:

- Harbury has already met its housing quota under SDC's Core Strategy.
- The application is outside the built up area of the village and therefore does not comply with the emerging Harbury NDP.

- The site is some distance from the village centre and on a busy road with no footpath which would make access for elderly and disabled people difficult.

### **3 Harbury Neighbourhood Development Plan**

Update on progress of NDP towards referendum

The clerk reported that it looks as though the referendum will take place on 29 November 2018 – not officially confirmed yet, but SDC has booked the village hall for this purpose. The NDP will be considered by SDC’s cabinet at the beginning of October and, if approved, the referendum date will be confirmed. Publicity will be the key to encouraging a good turn-out. Although only a majority of those voting is needed for the plan to be approved, it would be good to know that it was supported by as many residents as possible.

### **4 David Wilson Homes, Oakfields, Bush Heath Lane**

To consider any outstanding issues

The clerk reported that she had been contacted by the DWH technical manager for the site about some outstanding issues but she didn’t have the precise details and was still waiting to hear further.

It was agreed to consider turning the public noticeboard round so it faces the other way. A concern was raised about the vehicles parked on the green by the oak trees which could harm the trees.

### **5 Harbury Cement Works – New Surgery**

Nothing new to report.

### **6 Gypsies & Travellers’ Sites Consultation**

No news to report.

### **7 Delegated Responses – Appendix A**

Noted.

### **8 Correspondence**

None.

### **9 Members’ items**

None.

**18/154**

**Properties**

**Play areas**

#### **(i) Graffiti**

A group of volunteers had removed most of the graffiti but some re-painting would be needed. The police had identified the culprits and it was agreed that the clerk should write to the police and ask

for that the parents of the children concerned make a contribution towards the cost of the re-painting.

(ii) **Annual Inspection Report**

The properties group would meet to review the report. Most issues were minor and low risk. The clerk asked group members if they could carry out minor repairs routinely during their weekly inspections. She also reminded everyone that the goals in Manor Orchard need to be included in the weekly inspection.

**1 Playing Fields**

(i) **Perimeter Path**

Cllr Lockley reported that feedback had been universally positive and the path was being well used.

There had been a minor problem with untidy contractors, but a complaint to WCC had remedied this. Unfortunately, the contractors have not returned the key to the bollards and WCC has not replied to the clerk's emails about this. Cllr Stevens asked the clerk to forward her emails to him and he would follow this up.

(ii) **Annual GASS Bonfire**

This was discussed earlier in the meeting. See min ref 18/141 above.

**2 Car Park - Cleaning and White Lining**

Only one quote for cleaning has been received so far- to be discussed after the exclusion of the public.

**4 Cemetery**

i Friends of Harbury Cemetery

Everything going along steadily, with 4-5 regular committed helpers.

ii Chapel Repairs: Next Steps

Cllr Ekins reported that there had been a meeting on site to discuss the surveyor's report. Firstly, the soakaway had to be installed, then reverse the existing guttering and do away with the water butt. The percolation test (how quickly the ground absorbs water) would determine the size of the soakaway. There are strict criteria about drainage in cemeteries so advice had been sought - there would be no problem with graves of this age. The roof would then be repaired, and lastly the stonework attended to.

It was **RESOLVED** that the clerk would make an application to Severn Trent at a cost of £137.00 for a quote to re-connect the water supply to the stand pipe just inside the entrance to the cemetery.

Cllr Ekins reported that he had arranged for a surveyor to quote for measuring and plotting the remaining available space in the cemetery. The clerk has identified a small area which can be used for new cremation plots.

- iii New Cemetery  
There was no news yet.

## 5 Allotments

- i Redundant Allotment Space  
Although it would be costly to clear the site, this had to be done before deciding what to do with it – a likely hard standing for a turning space would be ideal, or it could possibly be returned to good condition and let. The clerk was asked to obtain a quote for clearing the plot.
- ii Letting To Non-Parishioners  
While Harbury residents obviously have priority, there is currently no waiting list and there are already 2 tenants from neighbouring villages. It was agreed, in principle, that there would be no problem in letting to non-parishioners at the standard rent subject to maintaining the plots in good condition.

## 6 Correspondence

None.

## 7 Members' items

None.

18/155

## Environment

### 1 Street lighting

A request for a shade to be fitted to a lantern in Heber Drive was made at a recent Councillors' Corner. This request was also made some years ago, but it is not possible to fit a shade to this style of lantern. The lantern would need to be replaced with a different style and a new shade at a cost of approximately £342. Recently the council had installed a shade on a new LED in a different part of the village at a cost of £113. The circumstances were different from this particular case but nevertheless, the council had covered part of the cost.

It was **RESOLVED** to make the following proposal to the resident concerned; the council would replace the lantern and fit a shade subject to a maximum spend of £113 by the parish council with the resident contributing the balance. It was emphasised that this did not set a new precedent and any future requests would be dealt with on an individual basis as a proven need. Cllr Lockley would speak to the resident in question.



## **2 Traffic & Transport – Traffic Survey Costs**

It was agreed to defer this matter until after the HS2 road works have been completed because of the impact these would have on any survey data.

## **3 Condition of roads & greens/verges**

### **(i) Repairs to The Pound**

It was agreed that there was no point following this up with the developers if kerbing was to be installed.

### **(ii) Installation of Kerbs at Junction of The Pound & Dovehouse Lane**

The clerk reported that she was awaiting the cost of kerbing from WCC. Cllr Stevens added that this was being priced at the moment and that he hoped a decision would be made next week.

## **4 Litter Bins**

### **i Orders for Bins at Co-op and Five Ways Locations**

The clerk reported that all orders had now been placed and were awaiting delivery and installation.

### **ii WI Bench at Old New Inn Green**

The order has been placed.

### **iii Request for bin at Oakfields**

It was suggested that this should be installed by DWH and added to the residents' service charge as it would be on their grounds. The clerk will discuss with the technical manager at DWH.

## **5 Correspondence**

None.

## **6 Members' items**

None.

18/156

## **Finance & General Purposes**

### **1 Monthly Financial Report**

Circulated – on target as expected. Bank reconciliation noted.

### **2 Audit Report**

The audit is now closed and only one very minor issue noted. The new auditors had been very pedantic in their approach.

### **3 Electronic Banking Arrangements**

The clerk recommended that the council stay with HSBC if possible as changing bank is very complicated.

It was **RESOLVED** that: (i) the council proceed with HSBC and to monitor the system to see whether it meets the council's financial regulations and (ii) the clerk to follow this up.

#### **4 To approve order for Christmas lights**

It was **RESOLVED** to approve this.

#### **5 Review of Licence Arrangements with Sports Clubs**

The clerk reported that a stalemate has been reached and nothing is happening. A meeting is urgently needed, with a clear discussion, to agree the terms and move forward.

It was **RESOLVED** that the clerk and Cllr Mancell liaise with the clubs with a recommendation that they seek legal advice and that, if they are not happy with the council's proposal, then they should submit a counter-proposal.

#### **6 Designated Council Email Addresses**

After some discussion, it was **RESOLVED** that the clerk and Cllr Mancell migrate to the new email addresses immediately but that those councillors who wish to, migrate over the next few months. However, following the election next May, it will be compulsory for all councillors to use the new system.

#### **7 Correspondence**

None.

#### **8 Members' items**

Cllr Mancell informed the council that he needed to organise the budget meetings for 2019/2020; he asked for everyone to make sure that they bring their diaries with them to the October meeting so that a December and January meeting could be arranged.

#### **18/157 Assets of Community Value**

No news

#### **18/158 Centenary Activities**

##### **1. Women's Suffrage Centenary Project**

The project is now complete. An article is to be published in Harbury News.

##### **2. WW1 Centenary November 2018**

(i) Update – this had already been discussed earlier. See min ref:18/142

(ii) Costs & Financial Support - see min ref 18/142

18/159

### **Village Showcase**

Cllr Lockley thought that this idea would be particularly beneficial for all new people to the village, as well as existing residents. However, he found out that the church were already doing this. The original thought was to hold it in the library, but it was felt that a bigger event in the spring (possibly February), in a larger venue like the village hall, would be better. Harbury Parish Council could sponsor the hire of the venue. Development recently had seen around 100 new homes with potentially 200-300 new residents.

It was **RESOLVED** to support the event by covering the cost of hiring the village hall. Cllr Lockley will discuss further with the PCC who will be responsible for organising the event.

18/160

### **Accounts for Payment**

It was **RESOLVED** to approve the accounts for payment as per Appendix B (Cllrs Thornley and Thompson to sign).

18/161

### **Reports & Questions**

- The pop-up market in the village hall on Saturday has attracted about 25 groups.
- Volunteers were needed for the "Cllrs' Corner" on Saturday. Cllr Rutherford and Cllr Thornley offered to do this. Cllr Stevens (WCC) offered to join them.

18/162

### **Exclusion of Public & Press**

#### **1. Deppers Bridge Phone Box- Quote for Refurbishment**

It was **RESOLVED** to accept the quote for refurbishing the old telephone box plus the cost of materials. Cllr Gibb asked if a plaque could be installed on completion to the effect "Restored by Harbury Parish Council 2018".

#### **2. Cemetery – Tree Work**

It was **RESOLVED** to accept the quote from Colin Sheasby to remove a dead conifer.

#### **3. Car Park**

The clerk reported that, despite contacting several companies, only the one quote has been received and this was felt to be expensive because it was for cleaning the whole car park. The clerk had asked the contractor to re-quote for just cleaning the area around the white lines but despite reminders, he had not yet submitted his revised quote. Cllr Summers volunteered to follow this up.

**18/163**

**Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Thursday 25 October 2018 at **8.00pm** in Harbury Village Hall. Please note the later start time.

Prior to this, at **7.00pm**, there will be a meeting with HS2. Although Harbury is hosting the event, Cllr Harris will invite all the Chairs of the local parish councils, as well as Mrs Ridgley.

**The meeting closed at 9.45pm.**

Signed ..... Chairman      Date.....

## APPENDIX A

### Planning Applications – Delegated Responses 27 September 2018

- 1 **18/02214/FUL**  
Erection of new garage  
**Kingston House, 4 Mill Street**  
No representation
  
- 2 **18/02325/FUL**  
Partial two storey rear extension over existing structure  
**57 Deppers Bridge**  
No representation

## APPENDIX B

<b>Accounts for approval 23 August 2018</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total:	-	-	-
<b>Accounts for payment this week</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	102602 to	1,544.01		1,544.01
E.ON (s/lights electricity)	102605	289.26	57.85	347.11
Viking (office supplies)	102606	110.68	22.14	132.82
Harbury Village Club & Institute (grant)	102607	371.20	-	371.20
PIRMS (basket ball hoops repair)	102608	65.00	-	65.00
Wright Hassall LLP (sports club licence)	102609	250.00	50.00	300.00
Harbury Village Hall (produce sale)	102610	82.00	-	82.00
Frank Mann Farmers (p/field mowing & etc.)	102611	131.00	26.20	157.20
A Biddle (expenses)	102612	7.75		7.75
WALC (training)	102614	30.00		30.00
SDC (bin emptying)	102616	27.31	5.46	32.77
Colin Sheasby (hedge cutting)	102617	380.00	76.00	456.00
Shaw & Sons Ltd (allotment book)	102618	198.00	39.60	237.60
Frank Mann Farmers (grds m'nance paid 31.07.18)	s/order	806.92	161.38	968.30
Adams & Munson (office rent paid 02.07.18)	s/order	305.00	-	305.00
		-	-	-
		-	-	-
	Sub-total:	4,598.13	438.63	5,036.76
	<b>TOTALS</b>	<b>4,598.13</b>	<b>438.63</b>	<b>5,036.76</b>
<b>Transfers</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
		-		-
N.B.				
Spoiled cheque nos 102613 & 102615				

<b>Accounts for approval 27 September 2018</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
		-	-	-
see attached list for August 2018		-	-	-
		-	-	-
				-
	Sub-total:	-	-	-
<b>Accounts for payment this week</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	102619 to	1,576.90		1,576.90
E.ON (s/lights electricity)	102622	289.26	57.85	347.11
Bull Ring Garage (office electric bill)	102623	64.45	12.89	77.34
Kirkwells Ltd (NDP consultancy fees)	102624	600.00	120.00	720.00
WCC (allotments rent)	102625	325.00	-	325.00
UK Point of Sale Group Ltd (window pockets)	102626	27.49	5.50	32.99
Village Green Tree Surgeons (emergency work)	102627	75.00	-	75.00
Frank Mann Farmers (p/field mowing)	102628	259.00	51.80	310.80
C E King (play equip painting)	102629	126.62		126.62
Harbury Church (room hire)	102630	7.00		7.00
WCC (s/light painting)	102631	2,310.27	-	2,310.27
Harbury Village Hall (room hire - produce sale)	102632	82.00	-	82.00
A Biddle (Norton subs renewal)	102633	29.99	-	29.99
The Play Inspection Company (annual inspection)	102634	260.00	52.00	312.00
Information Commissioner (data reg)	102635	40.00		40.00
Lights4fun (Christmas lights)	102636	287.50	57.50	345.00
C E King (play equip painting)	102637	132.00		132.00
A Biddle (expenses)	102638	35.25		35.25
BT (phone & broadband)	d/debit	149.68	29.93	179.61
Frank Mann Farmers (grds m'nance paid 31.07.18)	s/order	806.92	161.38	968.30
Adams & Munson (office rent paid 02.07.18)	s/order	305.00	-	305.00
		-	-	-
		-	-	-
	Sub-total:	7,789.33	548.85	8,338.18
	<b>TOTALS</b>	<b>7,789.33</b>	<b>548.85</b>	<b>8,338.18</b>
<b>Transfers</b>				
<b>Payee</b>	<b>Cheque no</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
		-		-