

HARBURY PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting Thursday 23 November 2017 at 7.30pm Tom Hauley Room, All Saints Church, Harbury

Present:

Cllr T Lockley (Chairman)
Cllr S Allen
Cllr C Christou
Cllr S Ekins
Cllr C Gibb

Cllr A Mancell
Cllr A Rutherford
Cllr P Summers
Cllr K Thompson

Absent: Cllr Thornley

In Attendance:

Mrs A Biddle, Clerk to the Council
Mrs C Gwillam, Minute Secretary

Public:

Mrs L Ridgley, Harbury News
Mr L Webb + 1, David Wilson Homes
Mr P Quinney, Agent for Manor House Development
Members of the Public: 11

17/183 **Apologies:** Cllr J Thornley, County Cllr R Stevens, District Cllr J Harris

17/184 **Declarations of Interest:**

Cllr Thompson recorded his personal interest in the Sports Clubs' Licence Review as a member of Harbury Tennis Club.

Cllr Lockley also recorded his personal interest in the Sports Clubs' Licence Review as a member of Harbury Tennis Club, along with that regarding the Shakespeare Inn where a member of his family is employed.

Cllr Gibb declared his personal interest in planning items 8.4 & 8.9 as he is friends with the applicants and stated he would abstain from voting on those items, as well as, retrospectively, declaring an interest in 8.10, as he works for Network Rail.

17/185 **Dispensations:** None

17/186 **Public Participation**

1. Harbury Estate

Mr Luke Webb, planning manager at David Wilson Homes, had asked to meet the parish council to discuss the application (which has been submitted to SDC and is awaiting validation before going out for public consultation) and answer any queries. Although Phase 1 had not yet begun, this was concerning Phase 2 – 80 units, 35% affordable, 6% social, in keeping with SDC's Core Strategy Policy CS.19. He pointed out that the only alteration is to the roundabout which was at the instigation of County Highways; this was not yet approved, but should be attained by the end of this year. It was emphasised that the number of smaller units had been increased to give a good mix of 2 bedroomed social and private housing. Although there was no covenant for preference to local applicants, the Section 106 monies received for Harbury and Bishops Itchington would benefit the villages with a new surgery, as well as money for Southam College and Bishops Itchington Primary School.

2. **The Manor House**

Mr Paul Quinney gave a short 3D presentation on this sensitive application due to the historic nature of this Grade 2 listed property. Although dating back to the 16th century, the demolition and extension of part of the kitchen/dining room was only to bring it up-to-date. The 'H' shape would be retained, full insulation would benefit the rest of the house, and the 3D presentation showed how this alteration would only enhance the property.

3. There were no other matters raised by the public.

17/187 **Minutes**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Thursday 26 October 2017 as a true and complete record of that meeting; duly signed.

17/188 **Other Organisations**

1. Harbury Library

Cllr Lockley reported that this was progressing well and that the shelving was close to being ordered.

2. Harbury School Governors

Cllr Gibb reported that there had been a few complaints about the fencing, but the safety of the children came first.

3. Public Safety

None

4. Southam College

None

5. Twinning Association

Cllr Thornley, although absent, had informed the clerk that Mr Peter Rollason had stood down as the chair; the new chair being Mr Marshall Hardy.

6. Village Hall

None, apart from there were good tickets sales for the pantomime and that, generally, bookings were good.

7. Harbury Energy Initiative

Bob Sherman had circulated a report on his and Cllr Christou's attendance at the recent low carbon conference and had thanked the PC for funding their attendance. The HEI grant application would be dealt with under 'Finance' later in the meeting.

8. WALC/NALC

None

9. SDC & WCC

None

17/189 **Deppers Bridge**

1. Ward Councillor Update

None

2. Correspondence received

None

3. Members' items

None

17/190

Planning

1

17/03118/FUL

Full application for a dwelling with new access

Land west of Butt Lane

The applicant requested council support for this eco self-build set back in a ¾ acre plot. The chair pointed out that there had to be good planning reasons to support such an application, i.e. employment or community benefit. This proposal was barely visible from the road and had already been reduced by 4 metres to fit in with some original concerns. The applicant also mentioned that he had the support of the ward councillor and, apart from Mrs Ridgley and the Harbury Society, had received no objections. He asked for the parish council to reflect on their thoughts.

The chair reiterated his previous comments and proposed that the council's response should remain the same as their response to the previous application for this site i.e. no representations. Cllr Christou seconded. It was **RESOLVED** to make no representation.

2

17/03103/LBC & 17/03102/ADV

New signage to include 1 x externally illuminated hanging sign, 2 x written signage, 2 x amenity board, 1x amenity chalk board, 6 x LED floodlights & 1 x lantern

Shakespeare Inn, 11 Mill Street

It was pointed out that, unfortunately, this applicant had not consulted with neighbours and was vague about the quality of lighting, impact on the street scene in the conservation area, light pollution and included the removal of one of the lanterns by the front door.

It was agreed to request more information and clarity on luminosity as well as consultation with the immediate neighbours and retention of both lanterns.

3

17/03343/TPO –

T1 – Sycamore – 20% crown thin and reduction

3 Pirie Close

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

4

17/02959/FUL & 17/02960/LBC

Replacement single storey extension in the rear garden of the property. Removal of existing canopy and entrance door to 1 High Street and replacement with timber casement window. Re-open existing blocked doorway to bedroom.

Bull Ring Cottage, The Bull Ring

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

5 17/03201/FUL –

Proposed two storey rear, first floor side and single storey front extensions
4 Manor Road

This application does not impose on other neighbours and is similar to other adjacent properties. However, there were concerns about the rear and side windows which overlook adjacent properties. The applicant stated that the plans were to be amended which would result in the removal of the rear window and the side window is to be frosted.

It was **RESOLVED** that the clerk should confirm the alterations to the windows with the planning officer and if they are not amended, the council would object on these grounds.

6 17/03219/FUL –

Two storey side extension, single storey rear extension and front porch
2 Harbury Fields Cottages

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

7 17/03385/AGNOT

Extension to existing barn
Square Close Farm, Middle Road
No comments.

8 17/03240/FUL –

Replacement single storey side extension
Honeysuckle Cottage, Hall Lane

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

9 17/03180/LBC –

Application for listed building consent for alterations and improvements, for proposed kitchen extension, energy efficiency measures and associated improvements
The Manor House, Park Lane

It was **RESOLVED** to make no representation as the presentation clearly showed a sympathetic rebuild, retaining beams and character wherever possible.

10 17/02222/FUL

Construction of two storey side extension, single storey side extension and change of existing external materials from brick to render with the inclusion of cedar cladding on the first floor of the two-storey side extension
Woodside, Hall Lane

There was no objection to this application, but the drainage was cause for concern. It was **RESOLVED** to make no representation but to ask the planning officer to investigate the drainage and the soakaway which could impact on the railway embankment.

Cllr Gibb declared a personal interest because of his employment with Network Rail and abstained from voting.

11 17/03433/FUL

Re-submission of 15/01440/FUL. Revised proposed plans to replace circular window in north west (front) gable with French doors and juliette balcony

11 Constance Drive

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

12 Harbury Neighbourhood Development Plan

The final version and associated documentation was now ready to be formally submitted to SDC; the planning consultant had done a good job, and thanks were also expressed to Cllr Lockley and the clerk for their involvement.

It was agreed to redact some names in the document and once this was done, the clerk would submit the NDP to SDC.

13 Harbury Cement Works

Update on new surgery: Still on-going, no response received to date from the Chief Executive of the CCG.

14 Gypsies & Travellers' Sites Consultation

None.

15 Delegated responses – Appendix A

Noted

16 Members' items

None

17/191 Properties

Updates were reported on the following:

1 Play Areas

i Outstanding repairs & vandalism damage

Some general repairs were still outstanding, although the new seats for the sputnik and the final painting were imminent. The crossbar on the goal posts had now been replaced and the old ones properly disposed of. Other small repairs through minor vandalism include a new back board for the basket ball hoop. Also, a new information board is needed for the skate park and a new rail for the platform on the zip wire. Clive King is steadily making progress with the other repairs identified in last year's annual inspection report.

It was **RESOLVED** that the clerk would order everything mentioned when convenient.

ii Removal of bench at Deppers Bridge play area.

The contractor's advice is that action is now required. In view of the fact that it would cost several hundred points to replace, and very few people use the play area, it was considered not worth replacing.

It was **RESOLVED** that the clerk would arrange for the bench to be removed as soon as possible.

iii Replacement of mini goals

These have rusted through at ground level and need replacing; there is approximately £700 remaining from the Sec 106 funds in respect of

Hillside which could be used. Safety standards change over time, but these should be removed because they could be a safety risk; Cllr Thompson would inspect them to confirm this.

It was **RESOLVED** that the clerk be delegated a budget of £1,000 to explore some schools' suppliers and place an appropriate order.

2 Playing Fields

i Adult Fitness equipment:

3 quotes had now been received with Sunshine Gym offering the best package at £7,171.50 (package to include 4 pieces of exercise equipment and outdoor table tennis). Some discussion followed on whether to situate these in one single location near the village hall or at intervals along the upgraded path next spring.

It was **RESOLVED** that

- (i) The clerk would place the order with Sunshine Gym for £7,171.50
- (ii) The PC should consult with relevant bodies to find out exactly what space is needed; a scale map was offered to assist with this,
- (iii) An item be put in January's Harbury News and Facebook page to ascertain public views on siting for this equipment
- (iv) Cllr Gibb to lead this public consultation exercise and hold a 'Cllrs Corner' sometime in January before the next parish council meeting.

ii Bonfire:

This annual event, organised by the local guides and scouts (GASS), went well overall, with minimum damage and good tidying up. Some people were nervous of the new ticket sales, with advanced reductions, but the event proved profitable; a booking for new year is guaranteed! The only unfortunate incident was a rogue firework and a near miss. A review of procedures was looked at, and the number of anchor points would be increased next year, so that this incident would not happen again. Public safety is, of course, paramount.

3 Car Park

i Update on overhaul of entrance system

JMT have now removed the plates; work should take between 4-6 weeks; the clerk would email to find out when the work would be finished.

4 Cemetery

i New burial ground:

The properties group met twice and quotes considered (one included reference which Cllr Summers followed up). Cemetery Development Services Ltd (CDS) stood out with impressive details, knowledge and experience (reference bore this out) and recommended the council go ahead with Tier 1 at a cost of £2,200 (already set aside in the budget). It was **RESOLVED** to appoint CDS.

ii Chapel

There are structural problems which require further investigation.

Two quotes have been received for carrying out either a full building survey or a survey of the particular area of concern only. This is an historic building (originally a Chapel of Ease) but is currently in a potentially dangerous condition which the parish council has a legal and moral obligation to make safe.

It was **RESOLVED** to (i) appoint Allcott Associates to survey the whole building and provide a comprehensive report on the extent of damage and estimated cost of repair (ii) ask Michael Mann to cordon off the entrance as a precaution as soon as possible (iii) to find out whether there is any funding or grant money available for such an historic building.

iii Friends of Harbury Cemetery:

Update: Most of the ivy has now gone and the last bit of tidying due to be done early December; it has been a bit of a laborious task due to the weather and lack of volunteers. The fencing was not disposed of on bonfire night, as originally intended, but arrangements are in hand for this to be removed before winter arrives; unfortunately, this will incur a small charge, as yet unknown.

5 Allotments

Rent Review

The annual rent is currently £25 for a full plot, last increase being 5 years ago. It was pointed out that 12 months' notice of any increase is needed, as from October next year, so any increase would not be implemented until 2019. An increase to £30 was suggested, frozen then for 5 years. At present, income from rent generates around £1,000.

It was **RESOLVED** to discuss this further at the next budget meeting.

6 Correspondence

None

7 Members' Items

The clerk had contacted Michael Mann about removing rubbish from one of the plots but was still awaiting a reply. She had contacted SDC and Biffa, all to no avail, but would make enquiries with the farmer whose field neighbours the offending rubbish.

17/192

Environment

Updates were reported on the following:

1 Street lighting

WCC had quoted £93.96 per column to paint 35 x Windsor lighting columns black, totalling £3,288.60 + VAT, with a recommendation that painting works be carried out in the spring/summer.

It was **RESOLVED** to discuss this at the next budget meeting.

2 Traffic & transport

The litter bin review had been completed, but SDC were unsympathetic to the number of bins highlighted in the survey. Unfortunately, the Co-op still posed a problem where a larger bin is needed, despite SDC writing formally to the manager to enlist their help. Perhaps a more personal approach from the parish council could solve the problem.

3 Damage to village greens

Further action: An email had been received from the developer of The Spinney; it was difficult to prove that their contractors had caused this damage by vehicles cutting the corner as delivery vans did the same. It was hoped that this problem would cease once the bollards are put back when the work is finished. The clerk would respond to the email accordingly.

4 Correspondence received

None

5 Members' Items

The environment party had surveyed the roads/paths after the recent mains gas work; mainly well done apart from that of the junction of Farm Street/Binswood End where the pavement was lower than the kerb. All signage was also checked – names, directions, speed which were poor and dirty. Street names can be cleaned, which the local scouts and guides will be asked if they would like to help with. However, WCC will not give permission for anyone but themselves to clean traffic signs, including speed and other directional signs.

17/193 Finance & General Purposes

1 Monthly Financial Report

All was on track – although income from cemetery fees were noticeably down this year.

2 Grant application from e-Wheels

A formal grant application for £2,000 had been received. This had been discussed at the October PC meeting when the council agreed in principle to award the grant subject to a formal application being received. It was **RESOLVED** to award a grant of £2,000 to e-Wheels.

3 Review of licence arrangements with sports clubs

Update:

This complex matter was still being debated and it was unclear about the future ownership of the clubhouse.

It was **RESOLVED** to hold another meeting in the New Year with all parties involved to finalise this issue.

Cllr Ekins left the meeting for 2 minutes.

4 Correspondence

There were none.

5 Members' items

There were none.

17/194 Assets of Community Value

Cllr Christou had spent a lot of time on this and expressed his thanks to Linda Ridgely for her invaluable assistance. The 3 pubs had been included on the application, namely The

Gamecock, The Shakespeare Inn and The Crown, as well as the village club. He asked the chair to check over the report before it was submitted.

17/195

Community Produce Market

Cllr Lockley's suggestion of a community market, possibly next September/October, was envisaged as "Home Grown in Harbury" and would take place either outside or in the village hall. The idea had come about as he was aware of all those who had orchards and vegetable plot. The only stipulation would be that it had to be grown or made and edible. Perhaps charge a nominal £1 per table?

It was **RESOLVED** that this was a good idea in principle and that Cllr Lockley should pursue this further.

17/196

Parish Council Matters

1 Code of Conduct – adoption of new proposed code

It was **RESOLVED**:

- (i) To adopt the Councillor Code of Conduct as adopted by Stratford on Avon District Council on 16 October 2017, which will replace the parish council's existing code of conduct
- (ii) To adopt the documents linked to the Code, namely:
 - Guidance document (including flowchart)
 - Declaration of Acceptance of Office form
 - Declaration of Personal Interests form
 - Parish and town councillor role description
 - Council Resources Policy
 - Social Media Policy
 - Gifts and Hospitality Policy
- (iii) To require all members to complete and submit a fresh Declaration of Personal Interests form to the clerk on or before Friday, 9 February 2018, to enable to clerk to forward these to the monitoring officer
- (iv) The replacement code and linked documents shall come into effect on Tuesday, 1 May 2018.

2 Data Protection Act 2018 – feedback from training course

The clerk reported that she had attended the course that afternoon and would be circulating notes to councillors, summarizing the event, in due course. Points highlighted were:

- Ideally, clerk to be Data Protection Officer
- Recommendation that all councillors have designated email accounts for PC business only as they could be subject to disclosure
- Requirement to have a 'Retention & Destruction of Documents' policy
- Publication scheme needs updating.

17/197

Accounts for Payment

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

17/198

Reports & Questions

There were none.

17/199

Exclusion of Public & Press

There were no confidential matters.

17/200

Date of Next Meeting:

The next ordinary meeting of the parish council will take place on Thursday 25 January 2018 at 7.30pm in Harbury Village Hall

The meeting closed at 9.36pm

SignedChairman

Date.....

APPENDIX A
Planning Applications – Delegated Responses
23 November 2017

- 1 **17/03093/FUL**
Change of use from retail area to create a new self-contained dwelling (variation of previous permission)
1 Mill Street (Harbury Supermarket)
No representation

APPENDIX B

| Accounts for payment 23 November 2017 | | | | | | | |
|--|---------------|-----------------|---------------|-----------------|---|--|----------|
| Urgent accounts paid since the last meeting and requiring formal approval of the council | | | | | | | |
| Payee | Cheque no | Net | Vat | Gross | | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | | - | - | - | - | | |
| | Sub-total | - | - | - | - | | |
| Accounts for payment this week | | | | | | | |
| Payee | Cheque no | Net | Vat | Gross | | | |
| Staff costs | 102459 to | 1,465.09 | | 1,465.09 | | | |
| Peak Cashflow Ltd (Millaco - WW1 booklets) | 102462 | 923.40 | 184.68 | 1,108.08 | | | |
| Mark Harrod Ltd (goal spares) | 102463 | 8.75 | 1.75 | 10.50 | | | |
| Wicksteed Leisure Ltd (play equip spares) | 102464 | 227.62 | 45.52 | 273.14 | | | |
| Harbury Village Hall (room hire) | 102464 | 42.50 | - | 42.50 | | | |
| E.ON (street lights electricity) | 102466 | 288.89 | 57.78 | 346.67 | | | |
| Frank Mann Farmers (spraying & extra mowing) | 102467 | 550.00 | 110.00 | 660.00 | | | |
| R Sherman (travel expenses) | 102468 | 32.35 | - | 32.35 | | | |
| Harbury Church (room hire) | 102469 | 17.50 | - | 17.50 | | | |
| Green Chameleon (land plan - new cemetery) | 102470 | 208.33 | 41.67 | 250.00 | | | |
| Frank Mann Farmers (installation of boards) | 102471 | 450.00 | 90.00 | 540.00 | | | |
| Harbury e-Wheels (grant) | 102472 | 2,000.00 | - | 2,000.00 | | | |
| C E King (play area repairs) | 102473 | 150.00 | | 150.00 | | | |
| C Christou (travel expenses) | 102474 | 47.70 | | 47.70 | | | |
| PIRMS (play equip inspection) | 102475 | 91.00 | | 91.00 | | | |
| Fields in Trust (annual subs) | 102476 | 50.00 | | 50.00 | | | |
| Adams & Munson (office rent paid 02.10.17) | s/order | 305.00 | - | 305.00 | | | |
| Frank Mann Farmers (grds m'nance paid 31.10.) | s/order | 798.92 | 159.78 | 958.70 | | | |
| | | - | - | - | | | |
| | | - | - | - | | | |
| | Sub-total | 7,657.05 | 691.18 | 8,348.23 | | | - |
| | TOTALS | 7,657.05 | 691.18 | 8,348.23 | | | - |