

**HARBURY PARISH COUNCIL**  
**Minutes of the Ordinary Parish Council Meeting**  
**Thursday, 26 September 2024 at 7.30pm**  
**Harbury Village Hall**

**Present**

Cllr Tim Lockley (Chair)  
Cllr Kate Gard  
Cllr Alan Knowles  
Cllr Sam Allen

Cllr Robert Stockdale  
Cllr Chris Bradley

**Absent**

Cllr Balch; Cllr Mulley; Cllr Thompson; Cllr Potter

**In Attendance**

Alison Biddle, Clerk to the Council  
District Cllr Susan Ostrander  
County Cllr Chris Kettle

**Public**

14 members of the public

**24/140 Apologies**

Cllr Balch; Cllr Mulley; Cllr Thompson

**24/141 Declarations of Interest**

None.

**24/142 Dispensations**

- 1 There were no dispensation requests relating to agenda items.
- 2 It was **RESOLVED** to grant Cllr Stockdale dispensation in respect of Harbury Village Hall.

**24/143 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 25 July 2024 as a true and complete record of that meeting.

**24/144 Public Participation**

**HEI & HFE Merger**

Mr Sherman explained that as the parish council had been involved with HEI from the start, the council should be fully consulted regarding the proposed merger. He was willing to answer any questions the council may have.

**Hall Lane Allotments**

Allotment holders raised concerns about the maintenance of vacant plots which were becoming overgrown with bindweed. The chairman explained that the council does not have the resources

to maintain vacant plots on a regular basis but would perhaps consider strimming a vacant plot before a new tenant takes over. However, the vegetation will die down naturally over the winter so it is not something the council would do at this time of the year. It was noted that one of the allotment holders had now strimmed the plots in question herself and had also cut back the brambles. Her effort was appreciated.

The chairman explained that the council's efforts were currently concentrated on having the wall repaired and installing a better access. It has proven difficult to obtain quotes, possibly because this is a difficult site which is putting off some contractors. A water supply is also needed but this is something for the future.

#### **24/145 Community Grants**

##### **1 Harbury Pre-school**

The application details have not yet been received so this matter was deferred until the next PC meeting.

#### **24/146 Other Organisations**

##### **1 Harbury Library**

The new heating system has been installed and the library has now re-opened. A National Grid connection is still required, and the old radiators and pipes need to be removed from site.

##### **2 Harbury School Governors**

No report.

##### **3 Southam College**

The old buildings have now been demolished.

##### **4 Twinning Association**

No report.

##### **5 Village Hall**

The portrait of HM The King, donated by the parish council, is now on display in the foyer.

##### **6 Harbury Energy Initiative**

No report.

##### **7 Harbury Village Club & Institute**

No report.

##### **8 SDC & WCC**

County and district councillors reported as follows:

##### **SDC**

Cllr Ostrander's report had been circulated to members. There were no questions.

## WCC

Cllr Kettle's written report had been circulated to members. He gave further updates as follows:

- Cllr Kettle has asked for an update on the timeline for installing the new speed limit signs in Bush Heath Road but the officer in charge is currently on leave.
- Cllr Knowles reported that there is still a flooding problem in Mill Street by the former garage because the kerb is too low. Please can this be given some attention.
- Cllr Kettle noted that the drains have now been jetted so they now need to be monitored in normal rain conditions to see if there are any continuing problems.
- Further HS2 road closures are coming up which could cause problems for local traffic.
- The restoration work on Chesterton Windmill should be completed by spring 2025.

## 24/147 Planning

To consider the following planning matters:

- 1 [Planning ref 24/01437/FUL - Clock Cottage, Hurdiss Farm, Bush Heath Road](#)  
Extension of Clock Cottage, change of use of existing cart house and change of use and extension of the attached garages/ancillary domestic storage buildings to provide three new dwellings.  
It was **RESOLVED** to make no representation.
- 2 [Planning ref 24/01921/FUL - 4 Vicarage Lane](#)  
Erection of 5 dwellings, including revised vehicular access and associated development.  
N.B. This is to review the objection submitted under delegated powers on 4 September 2024.  
It was **RESOLVED** to maintain the objection made under delegated powers and to update it to include references to relevant planning policies.
- 3 [Planning ref 23/02336/OUT - Land west of Bull Ring Farm Road](#)  
Outline application with all matters reserved, with the exception of access and layout, for up to 5no. self-build/custom-build dwellings.  
N.B. This is to review the previous objections submitted by the parish council.  
It was **RESOLVED** to maintain the objection and attend the planning committee.
- 4 [Planning ref 24/02367/TPO - Fairview House, 26 Vicarage Lane](#)  
T1 – yew – Reduce crown spread from 8 – 6 metres eastern western and southern canopy by up to 1 metre to a height of approx 6 metres to balance crown. Reduce height by approx 0.5 to 1 metre to shape and balance crown (trim approx 8 metres to 7 metres)  
It was **RESOLVED** to make no representation.

5 [Case ref FL015 -2973-2024 - Tree Works at Bishop's Hill](#)

To consider commenting on application for Forestry Commission felling licence  
N.B. Harbury PC is being consulted as the neighbouring parish  
It was **RESOLVED** to make no comment.

6 **Henry's, Bush Heath Lane**

It was **RESOLVED** to accept WCC's proposal regarding the number of streetlights needed to comply with current safety standards. Therefore there is no need for the PC to meet with the developer. The clerk was instructed to write to them accordingly. (N.B. Installation of streetlighting is a condition of the planning permission for this development).

7 **Local Need Housing**

It was noted that members of the planning group had recently met the rural housing enabler online. She had requested the meeting to establish whether the PC was still interested in a scheme for the over 55s. This was confirmed.

8 **Delegated Responses**

Noted as per appendix A.

**24/148 Future Energy Project**

1 **UKSPF Grant – Car Park Extension**

a) Grasscrete accessibility solution

Mr Quinney has met with the contractor and it is proposed to lay tarmac over the top to connect the two paths. The quote will be forwarded to the clerk as soon as it is received.

b) Invoice discrepancy

Mr Quinney has discussed this with the contractor who has agreed that they made a mistake and invoiced too much. An adjustment will be made on the next invoice.

2 **Main Project**

The procurement documents will be published very soon. Monthly liaison meetings have been planned between WCC and HFE who will then update the PC in time for any PC meetings.

**24/149 Properties**

1 **Playing Fields & Car Park**

a) Perimeter Path

The work to remove the overgrowth along the edges of the path has been successfully completed, with the path now being almost twice as wide. It was suggested that this maintenance work be carried out every couple of years in future.

b) Bonfire Night

GASS is proposing to use an increased number of boards this year to mitigate the damage to the field as this worked well last time. They suggest that the PC looks at improving the drainage in the long term. The weather conditions need to be monitored earlier and the PC needs to decide whether the event should go ahead if it is too wet and will cause too much damage to the field.

c) Wedding Fireworks

It was **RESOLVED** to refuse a request to hold a private firework display as part of a wedding celebration at the village hall in May 2025. It was agreed that this would not be an appropriate or safe use of a public open space.

d) Ditch Clearance

It was noted that some work had already taken place to clear the ditch which has become choked with weeds and brambles and has caused flooding at Pineham Farm. It was **RESOLVED** to approve the quote of £295 for further clearance work. It was agreed that the clerk should obtain a quote for associated tree works.

## 2 Pineham Farm Allotments

a) Well-being Project

In Cllr Balch's absence, it was agreed to defer this until the next meeting.

b) Installation of Bollards

An allotment holder had suggested that a gate is installed across the access to track to improve security following some thefts from sheds during the summer. As the access track is also a PROW, the clerk had discussed this idea with the rights of way officer who had explained that a gate would not be acceptable legally but drop down bollards were a possibility. The council considered that bollards, which would require keys to be held by individual allotment holders, would not be a practical option. Also, the council was not convinced that they would be effective or achieve the desired result. It was agreed not to take this any further.

c) Councillor with Special Responsibility

It was agreed to appoint Cllr Bradley as having special responsibility for the allotments.

## 3 Hall Lane Allotments

a) Wall Restoration and New Access

The clerk has been trying to obtain 3 quotes but so far only one contractor has submitted a quote. It is a difficult site and a specialist job so this could be putting off some contractors. The quote received is for £8033 plus VAT but expired some months ago. It was **RESOLVED** to accept the quote subject to any price increase being less than £1000.

Cllr Bradley was asked to negotiate with the village club re the use of their car park and access to electric & water during the building works for a fee of £100 per week up to a maximum total of £400.

b) Tenancy Arrangements

The clerk explained that it was difficult to let the vacant plots to new tenants when the existing tenants still didn't have any tenancy agreements in place. This framework is needed urgently. It was **RESOLVED** to set the rent at a nominal £1.00 per annum so that the tenancy agreements can be put in place. This takes into account the current lack of amenity and the disruption while the wall is being repaired. The rent is to be reviewed in 12 months.

c) Maintenance of Paths & Vacant Plots

It was **RESOLVED** that the council would trim vacant plots before they are taken on by new tenants.

**4 Cemetery**

a) Unsafe Memorials

The annual monitoring of previously identified unsafe memorials has been completed. Notices have been renewed and the clerk has asked a memorial mason to quote for laying down 2 heavy and large memorials and a very minor repair to prevent the laying down of one other.

b) Revisions to Cemetery Rules and Leaflet

The clerk had drafted revised wording for clarification of the existing rules. It was **RESOLVED** to approve the revised wording of the rules and leaflet.

c) Review of Memorial Safety Policy

The policy had been circulated for review by members and it was **RESOLVED** that no amendments were required.

**24/150 Environment**

**1 Replacement of stiles at Bridge End Farm**

The remedial work on the new gates has been completed. The clerk is waiting for the landowner to officially sign them off as satisfactory. This item can now be removed from the agenda.

**2 Removal/replacement of stiles on SM62a/SM62**

Cllr Stockdale knows the landowner and will discuss with them in person.

**3 Bush Heath Road/Butt Lane Traffic**

Cllr Kettle has asked to be updated as to when the new speed limit signs will be installed.

**4 Tree Planting**

It was **RESOLVED** to approve the quote for planting 3 new trees on the on The Pound, to include aftercare for the first 12 months. This will be funded from the Eastfields Community Fund.

5 **Annual Tree Inspection**

The report had been circulated to members. Only 2 trees required work at a cost of £360, and this had been approved under delegated powers during the summer recess.

6 **Streetlights**

It was **RESOLVED** to formally approve orders for 2 replacement lanterns, one in High Street and one in Chapel Street.

**24/151 Climate Change**

Cllr Gard and Cllr Stockdale had each attended separate events regarding climate change and gave short reports. Cllr Gard will organise a meeting of the climate group to discuss some of the ideas further and draw up a plan. It was noted that Harbury already does many of the things that are being suggested such as the repair cafes and litter picks.

**24/152 Finance & General Purposes**

1 **Budget report**

Noted.

2 **Bank reconciliation reports for July and August 2024.**

These had been prepared by the clerk and checked by Cllr Allen before circulating to members. All noted as correct.

3 **Review of Reserves Policy**

The draft amendments to the policy had been circulated. It was **RESOLVED** to approve the policy.

**24/153 Consultation re Harbury Energy Initiative & Harbury Future Energy Merger**

Councillors agreed that this is a sensible idea. There were no further comments.

**24/154 WALC AGM**

There were no volunteers to attend the AGM.

**24/155 Accounts for Payment**

It was **RESOLVED** to approve the accounts for payment as per Appendix B to include formal approval of the accounts paid during the August recess. Cllrs Allen and Lockley will authorise the payments and confirm that they have checked the invoices by email.

**24/156 Reports & Questions**

There were none.

**24/157 Exclusion of Public & Press**

There were no matters discussed which required the exclusion of the public under Sec 100A of the Local Government Act 1972.

**24/158 Date of Next Meeting**

The next ordinary meeting will be held at Harbury Village Hall on Thursday, 24 October 2024 at 7.30pm.

The meeting closed at 9.22pm.

Signed ..... Chairman      Date.....

DRAFT



## APPENDIX A

### Planning Applications – Delegated Responses 26 September 2024

- 1 [Planning ref 24/014550/FUL - Ivy Cottage, Ivy Lane](#)  
Raise roof to accommodate insulation, add conservation roof lights, and solar panels. Alter fenestration at rear. Remove high ground levels and overgrowth and remove rear chimney to resolve damp problems. Remove boiler house.  
**No representation**
  
- 2 [Planning ref 24/01714/FUL - Sheen House, Temple End](#)  
Removal of white UPVC windows, replace with Residence 7 timber windows. Remove shutters. Replace drive gates.  
**No representation**
  
- 3 [Planning ref 24/01997/TREE - Merryfields, Bush Heath Lane](#)  
T1 – Laburnum – Fell  
**No representation**
  
- 4 [Planning ref 24/01323/TREE - Harbury House, Butt Lane](#)  
T1 small Sorbus: Remove. -T2 sycamore: Remove rogue branch. -T3 large conifer: Clear stem to 12 feet. (3.5metres) -T4 sycamore: Cut back overhanging branches to clear house. -T5 ash: Remove damaged third stem. -T6 maple: Remove. -T7 cherry: Remove. -T8 oak: Cut back twin-stemmed branch on lefthand side. -T9 and T10 silver birch: Remove. -T11 beam: Remove. -T12 willow: Remove. -T13 cherry: Remove. -T14a cherry: Remove. -T14b cherry: Remove overhanging branch only. -T15a sweet chestnut: Crown lift by 4 metres. -T15b, T16, T19, T21 and T23 maple: Remove. -T17 maple: Reduction leaving one main stem. -T18 maple: Crown thin out. - G1(T20) cherries: Remove. -T22 split-stemmed oak: Remove. -T24 conifer hedge: To face up on sport's lawn side  
**Objection:**  
We object to the removal of so many trees at the same time for which no reasons have been given. We understand the applicant is not required to provide any justification, but the scale is alarming; 9 individual trees and a group of cherry trees. Some of these may be large and/or mature specimens which, although not in public view, will still contribute to the ecology and biodiversity of the local environment. We would at the very least like to see a report on the health and viability of these trees and a plan for replacement planting of native species in a location more acceptable to the property owner. Trees are very valuable in our efforts to mitigate climate change, and we would like to see more done to ensure that only essential works are carried out.
  
- 5 [Planning ref 24/01978/TREE - Saddlers, Chapel Street](#)  
T1 Prunus spp. – Fell  
**No representation**

- 6 [Planning ref 24/02009/TREE - Mill Lodge, Mill Lane](#)  
T1 Cotoneaster Cornubia – Fell  
**No representation**
- 7 [Planning ref 24/02010/TREE - 26 Farm Street](#)  
T1 ash – re-pollard to previous pollard points  
T2 walnut – reduce to previous pruning points  
T3 willow – reduce to previous pruning points  
**No representation**
- 8 [Planning ref 24/02108/TREE - Old New Inn Green, Farm Street](#)  
T1 – purple plum – Reduce crown by approximately 1 – 2 metres all round to control a fungal pathogen.  
**No comment as this application has been made on behalf of the parish council.**
- 9 [Planning ref 24/02066/FUL - Temple House, Temple End](#)  
Careful dismantling and rebuilding of garden potting shed structure.  
**No representation**

**APPENDIX B**  
**Accounts for Payment**

<b>Accounts for approval 22 August 2024</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
YU Energy (street lights) inv 01859362	d/debit	395.87	79.17	475.04
YU Energy (street lights) inv 01859363	d/debit	27.65	1.38	29.03
YU Energy (street lights) inv 01859364	d/debit	13.54	0.68	14.22
YU Energy (street lights) inv 01859365	d/debit	44.89	2.24	47.13
Edge IT Systems Ltd (new laptop)	240717	654.89	130.98	785.87
D Turner (return of burial rights)	240800	360.00		360.00
		-	-	-
		-	-	-
		-	-	-
	Sub-total	1,496.84	214.45	1,711.29
<b>Accounts for payment on 22 August 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	240801- 03	4,768.78		4,768.78
Frank Mann Farmers (playing field mowing -July)	240804	136.00	27.20	163.20
Npower (defib cabinet - Oakfields)	240805	1.76	0.09	1.85
Edge IT Systems Ltd (new clr email)	240806	33.00	6.60	39.60
Frank Mann Farmers (P gates at Bridge End Farm	240807	735.00	147.00	882.00
A Biddle (garden vouchers - allots competition)	240808	30.00	-	30.00
Arbscape (annual tree inspection)	240809	280.00	56.00	336.00
Viking (ink cartridges)	240810	57.99	11.60	69.59
Edge IT Systems Ltd (annual contract fees)	240811	446.00	89.20	535.20
T Bastin (bus shelter cleaning)	240812	40.00	-	40.00
BT (phone & b/band)	d/debit	101.18	20.24	121.42
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,031.21	206.24	1,237.45
		-	-	-
	Sub-totals	8,121.25	564.17	8,685.42
	<b>TOTALS</b>	<b>9,618.09</b>	<b>778.62</b>	<b>10,396.71</b>
		-	-	-

<b>Accounts for approval 26 September 2024</b>				
<b>Urgent accounts paid since the last meeting and requiring formal approval of the council</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
YU Energy (street lights) inv 01927385	d/debit	402.52	80.50	483.02
YU Energy (street lights) inv 01927386	d/debit	27.83	1.39	29.22
YU Energy (street lights) inv 01927387	d/debit	13.54	0.68	14.22
YU Energy (street lights) inv 01927388	d/debit	44.73	2.24	46.97
Defib Store Ltd (replacement pads)	240900	66.00	13.20	79.20
		-		-
		-	-	-
		-	-	-
		-		-
	Sub-total	554.62	98.01	652.63
<b>Accounts for payment on 26 September 2024</b>				
<b>Payee</b>	<b>Payment ref</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Staff costs	240901	3,191.57		3,191.57
Frank Mann Farmers (playing field mowing - August)	240904	136.00	27.20	163.20
Npower (defib cabinet - Oakfields)	240905	1.76	0.09	1.85
Edge IT Systems Ltd (cyber security)	240906	136.20	27.24	163.44
Frank Mann Farmers (picnic bench install)	240907	1,012.81	202.56	1,215.37
A Biddle (envelopes & postage)	240908	12.94	-	12.94
Adams & Munson (office electric)	240909	100.88	-	100.88
WPM (allotments rent)	240910	325.00	-	325.00
Viking (office supplies)	240911	25.92	5.18	31.10
T Bastin (bus shelter cleaning)	240912	40.00	-	40.00
S Harris (return of burial rights)	240913	110.00		110.00
Vision ICT Ltd (domain transfer)	240914	40.00	8.00	48.00
Edge IT Systems Ltd (finance band upgrade)	240915	117.00	23.40	140.40
BT (phone & b/band)	d/debit	75.37	15.07	90.44
Adams & Munson (office rent)	s/order	460.33	-	460.33
Frank Mann Farmers (grds m'nance)	s/order	1,031.21	206.24	1,237.45
		-	-	-
	Sub-totals	6,816.99	514.98	7,331.97
	<b>TOTALS</b>	<b>7,371.61</b>	<b>612.99</b>	<b>7,984.60</b>
		-	-	-