

HARBURY PARISH COUNCIL
Minutes of the Ordinary Parish Council Meeting
Thursday, 24 October 2024 at 7.30pm
Harbury Village Hall

Present

Cllr Tim Lockley (Chair)
Cllr Kate Gard
Cllr Alan Knowles
Cllr Julie Balch

Cllr Keith Thompson
Cllr Chris Bradley
Cllr Alex Potter

Absent

Cllr Allen; Cllr Mulley; Cllr Stockdale

In Attendance

Alison Biddle, Clerk to the Council
County Cllr Chris Kettle

Public

7 members of the public

24/159 Apologies

Cllr Allen; Cllr Mulley; Cllr Stockdale; District Cllr Ostrander;
County Cllr Chris Kettle will be late.

24/160 Declarations of Interest

Cllr Gard declared a pecuniary interest in item agenda item 18 which relates to the appointment of a general maintenance person.

24/161 Dispensations

There were no dispensation requests.

24/162 Minutes

It was **RESOLVED** to approve the minutes of the ordinary meeting of the parish council held on 26 September 2024 as a true and complete record of that meeting.

24/163 Public Participation

Harbury Pre-school Grant Application

The pre-school roof has been leaking for over 12 months and is getting worse. It is now causing internal damage. Extensive repairs are required, and quotes have been obtained. Various sources of funding are being investigated. The pre-school is at the heart of the village and people want it to continue.

Pineham Farm Allotments Rent Review

Allotment holders oppose the rent increase from £30 to £50 per annum from October 2025 which they feel potentially contravenes the law relating to allotments which intends that rents should be kept as low as possible. They acknowledged that other councils charge more than Harbury PC but they have better site amenities. They are therefore suggesting that an increase of £6 to £36 per annum would be fair. In response, the PC chairman explained that the increase set by the PC was intended to cover the increased rent the PC must pay to WCC from next year and cover running costs while at the same time establishing a fund to pay for improvements to the site. The allotment holders agreed to discuss this with their members at their forthcoming meeting and report back to the PC regarding possible improvements to the site, whether this is what their members would like or whether they would prefer to keep the rent as low as possible.

24/164 Community Grants

1 Harbury Pre-school

This item was discussed during the public forum above. It was **RESOLVED** to award a grant of £2000 towards the cost of roof repairs.

24/165 Other Organisations

1 Harbury Library

The committee is considering the possibility of taking over the head lease from the parish council.

2 Harbury School Governors

A caretaker and teaching assistants are needed.

3 Southam College

No report.

4 Twinning Association

No report.

5 Village Hall

No report.

6 Harbury Energy Initiative

HEI has submitted a bid to buy a thermal imaging camera.

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 is very frustrated that he has not received any response from the team responsible for implementing the new 40mph speed limit along Bush Heath Road. He apologised on behalf of WCC and will continue to follow this up.
- Work is planned to sort out the drain problems in Mill Street near the old garage.
- The drainage problem at the corner of Church Terrace and Hall Lane was highlighted to Cllr Kettle again.
- The county councillor grant fund closes in November. There is £4000 remaining.

24/166 Planning

1 [Planning ref 24/01438/FUL - Hurdiss Farm, Bush Heath Road](#)

Conversion and change of use of existing general purpose store from class B8 to C3 to form two dwellings, with associated works.

It was **RESOLVED** to make no representation but to ask the planning officer to consider the cumulative impact of the several planning applications on this site over the past few months.

24/167 Future Energy Project

1 UKSPF Grant – Car Park Extension

A quote of £3,300 for the additional work to lay a tarmac path across the grasscrete has been received. It was **RESOLVED** to accept the quote and place the order. There will be a 3 week lead period.

2 Main Project

The tender documents have now been issued by WCC and are due back before Christmas. A start date of January 2025 has been proposed but this seems optimistic.

24/168 Properties

1 Playing Fields & Car Park

a) Bonfire Night

GASS has met with the football club and agreed arrangements to mitigate damage to the field which includes using more boards. Cllr Knowles was delegated to meet GASS on site on the Friday to examine the ground conditions and decide whether the event should go ahead.

2 Pineham Farm Allotments

a) Well-being Project

There was nothing new to report. It was agreed to remove this item from the agenda.

b) Rent Review

This was discussed during the public participation. The allotment association is going to consult with their members at their forthcoming meeting and report back to the PC. It was agreed to discuss the matter further at the November PC meeting.

3 Hall Lane Allotments

a) Wall Restoration and New Access

The clerk reported that she had requested an updated quote from the contractor but this had not yet arrived. She will remind them again. They have given a provisional start date for January 2025 but planning permission will be required so it will be a tight timescale.

b) Advertising Vacant Plots

It was agreed that the vacant plots should not be advertised until the wall repairs have been completed.

24/169 Environment

1 Removal/replacement of stiles on SM62a/SM62

The landowner has given her consent for the removal of the stiles on her land. There is one stile that crosses the boundary with the adjacent landowner and the clerk will contact them for their permission also to remove this stile. The footpaths group have suggested that the stile next to the surgery should be replaced with a gate, but this is a much more complicated process requiring a legal agreement. The consensus was that there was no benefit to installing a gate so this would not be taken forward. It was agreed to simply remove the stiles.

2 Replacement of stiles on SM64

It was agreed to ask Cllr Stockdale to discuss this with the landowner whose agreement and active participation would be required. It was also agreed that the best plan would be for the PC to pay for the gates and for the farmer to install them.

3 Bush Heath Road/Butt Lane traffic

Cllr Kettle is following this up as per his report above.

4 Tree Planting

The PC's proposals for planting on verges on the approaches to the village have been rejected by WCC on the grounds of visibility and safety concerns for their staff working on the roadside. It was agreed to look for other more suitable sites.

24/170 Climate Change

There was nothing new to report.

24/171 Finance & General Purposes

1 Budget report

Noted.

2 Bank reconciliation report for September 2024

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

3 Donation to RBL Poppy Appeal

It was **RESOLVED** to donate £75 plus the cost of the wreath at £25 making a total of £100.

4 Harbury Local Market Flyers

It was **RESOLVED** to pay for the printing of the flyers advertising the forthcoming dates at a cost of £110 plus vat.

24/172 Seasonal Lights

It was agreed that this year's display would cover the period from 23 November 2024 to 8 February 2025. More volunteers to help with the installation would be welcome.

24/173 Council Policies Review

1 Complaints Policy

It was **RESOLVED** to approve without amendment.

2 Grievance Policy

It was **RESOLVED** to approve without amendment.

3 Disciplinary Policy

It was **RESOLVED** to approve without amendment.

24/174 Accounts for Payment

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

24/175 Reports & Questions

There were none.

N.B. Cllr Gard left the meeting before the next item was discussed as she had declared a pecuniary interest.

24/175 Exclusion of Public & Press

It was **RESOLVED** to exclude members of the public under Sec 100A of the Local Government Act 1972 to discuss the following confidential matter:

1 Appointment of General Maintenance Person

It was **RESOLVED** to approve the contract for the appointment of S Nicholson as the new general maintenance person.

24/176 Date of Next Meeting

The next ordinary meeting will be held in the Tom Hauley Room at All Saints Church, Harbury on Thursday, 28 November 2024 at 7.30pm.

The meeting closed at 8.50pm.

Signed Chairman Date.....

DRAFT

APPENDIX A
Accounts for Payment

Accounts for approval 24 October 2024				
Urgent accounts paid since the last meeting and requiring formal approval of the council				
Payee	Payment ref	Net	Vat	Gross
YU Energy (street lights) inv 02006810	d/debit	439.84	87.97	527.81
YU Energy (street lights) inv 02006811	d/debit	29.17	1.46	30.63
YU Energy (street lights) inv 02006812	d/debit	13.19	0.66	13.85
YU Energy (street lights) inv 02006813	d/debit	42.49	2.12	44.61
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Sub-total	524.69	92.21	616.90
Accounts for payment on 24 October 2024				
Payee	Payment ref	Net	Vat	Gross
Staff costs	241001 o 04	3,274.43		3,274.43
Frank Mann Farmers (mowing & misc)	241005	236.00	47.20	283.20
Npower (defib cabinet - Oakfields)	241006	1.66	0.08	1.74
A Hopkins (path clearance)	241007	600.00	120.00	720.00
Arbscape (tree works)	241008	360.00	72.00	432.00
Greentech Ltd (lining powder)	241009	237.00	47.40	284.40
WCC (streetlight works)	241010	1,688.91	337.78	2,026.69
Moore (external audit)	241011	630.00	126.00	756.00
A Biddle (cemetery markers)	241012	16.69	-	16.69
R Stockdale (expenses)	241013	19.60	-	19.60
WALC (training)	241014	70.00	14.00	84.00
T Bastin (bus shelter cleaning)	241015	40.00		40.00
ICO (data protection fee)	d/debit	35.00	-	35.00
BT (phone & b/band)	d/debit	114.05	22.81	136.86
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	8,814.88	993.51	9,808.39
	TOTALS	9,339.57	1,085.72	10,425.29
		-	-	-