

SAMBOURNE PARISH COUNCIL

www.sambourne.org.uk

Chairman: Cllr Chris Clews

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Clerk: Teresa Murphy

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Minutes of the Parish Council Meeting held via Zoom on Monday 26th April 2021

Present:

Cllr Chris Clews	Chairman
Cllr Phil Jones	Vice-Chairman
Cllr Peter Taaffe	
Cllr Clive Rickhards	Warwickshire County Council
Cllr Neil Eddon	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 13 parishioners present

The Clerk welcomed everyone to the meeting and reminded them that the meeting would be recorded, for minuting purposes only. The Chairman then opened the meeting.

1. **Apologies:** Apologies received and accepted from Cllr David Shaw and Cllr Peter Hencher-Serafin SDC (Studley with Mappleborough Green)
2. **Changes to Disclosure of Interest** None
3. **To approve the Minutes of the meeting held on 15th March 2021**

The minutes were formally agreed and are recorded as being virtually signed by the Chairman.

4. Matters Arising from the Minutes

4.1 *Speeding Action Group*

The Chairman asked Cllr Taaffe to give an update.

- 1) Cllr Taaffe reported that he joined a WALC Microsoft Teams meeting, along with 40 others from a number of Parish Councils in the County. He was able to ask a number of questions with regard to what we can do to improve the speeding through the village. He asked the WCC Lead Commissioner for Safety Engineering what SPC could do next to try and manage speeding traffic. It appears that, without street lighting, we have reached the end of the road with all we have done. The only other options are traffic monitoring with CSW and the local Police.
- 2) Cllr Taaffe also raised the subject of VAS signs and self-funding. This is only possible if WCC criteria are met, which currently SPC do not meet.
- 3) He raised the question of mobile speed vans and was told that there are only four for

the whole county and only three are in operation due to long-term illness of the fourth driver. In order for a speed van to visit the village it is necessary to prove that there is a speeding problem; the only way to prove that is by requesting our local SNT to gather speed data using their mobile camera.

It is still the intention to invite a member of the Police to a Parish Council meeting, once we return to face to face meetings.

Carried forward: Chairman

4.2 *Issues relating to the Gateway Scheme*

Cllr Taaffe was asked to report on this item.

- At the last meeting Cllr Taaffe felt he had been accused of doctoring a document. To respond to this, Cllr Taaffe made reference to the paper trail of emails, containing Mr Farran's original report, between Mr Farran, the Clerk, Cllr Rickhards, Graham Stanley and Chris Round. To summarise, both Cllr Rickhards and Graham Stanley received Mr Farran's original document, Cllr Taaffe simply included photographs to help WCC understand which areas within the parish were being referred to.
- On 23rd March, Mr Farran, the Chairman, Chris Round and Cllr Taaffe joined a Microsoft Teams meeting, organised by Graham Stanley, to discuss Mr Farran's report on the various road markings in Sambourne and Middletown. Google maps was used to confirm the location of each point and relevant background information given.
- All of Mr Farran's comments were considered and we have had confirmation that Graham Stanley will be meeting with his team to discuss and implement those proposals which are achievable.
- Drawings will be provided for SPC to confirm all areas covered.
- SPC has also requested WCC to look at installing a 'No Through Road' sign at the beginning of Middletown cul-de- sac.
- Mr Farran responded by saying he looked forward to seeing the drawings and taking matters from there.

4.3 *Co-option of Mr Adam Quinney to Sambourne Parish Council*

The Clerk confirmed that the Declaration of Acceptance of Office and the Members' Register of Interests had been completed by Mr Quinney and forwarded to Warwickshire County Council.

4.4 *To agree the Risk Assessment Register and Financial and Management Risk Assessment*

The Chairman confirmed that these documents had been uploaded to the website.

4.5 To adopt the Home Working Policy, Data Protection Policy and Freedom of Information Policy

The Chairman confirmed that these Policies had been uploaded to the website.

4.6 Pedestrian refuge and Keep Left sign at the end of Middletown Lane

There was an action on Cllr Rickhards to make a representation to Highways concerning the views of the Parish Council with regard to the above. It was agreed that, as there was a 50/50 split of public opinion concerning the matter, no further action by Cllr Rickhards would be taken.

5. Public Participation

(1) **Neil Snape** raised a question, which was aimed at Cllr Rickhards. He requested an update on the French drain, which is to be installed in Middletown, and asked for confirmation of a date for commencement of the works. Mr Snape also thanked Highways for putting in the drain by Jim Snape's house and to Paul Kirk for contacting him on several occasions.

Cllr Rickhards responded that he could confirm that an order has gone to the contractors, Balfour Beattie, to proceed with the open drain and work would commence in the near future. All permissions have been granted and there are no further impediments to cause delay.

(2) **Caroline Jackson** said that she is waiting to hear from Stratford DC with answers to questions regarding the proposed bench in Middletown. These questions concern ownership of the land and related underground services. Once these answers are received, Mrs Jackson asked if the Parish Council would be willing for the bench to be put in place.

The Chairman responded by saying that as long as the installation complies with the conditions dictated by WCC and the siting of the bench does not interfere with any services underground the Parish Council would give permission to proceed with the installation. The Chairman will forward Mrs Jackson the email of the contact at WCC who will be able to furnish her with all the details necessary.

Action: Chairman

(3) **Wayne Bates** had submitted 3 questions.

- 1) Drainage works in Middletown. He feels that, whilst the works undertaken are welcome, they have not provided additional protection to his property.
 - 2) Permission to hold two events on the Green, once restrictions are lifted, on 3rd July and 12th September 2021.
 - 3) Possibility of a cycle lane between Sambourne and Alcester on the A435.
- In response to the first question, it is hoped that when the French drain is installed and properly maintained it will help to alleviate the problem.
 - As owners of the Village Green, the Parish Council unanimously gave permission to the

holding of the two events on The Green. They would be a welcome diversion after the lock down restrictions

- As regards the provision of cycle lanes, the Chairman agreed that it is a good idea in principle. He proposed that the Parish Council contacts WCC and asks if a cycle lane between Sambourne and Studley on the A435 could be considered.

Action: Chairman

(4) **Philip Bond** had submitted two questions. These were read out by the Clerk.

- 1) What has happened to the Sambourne and Middletown Speed Action Group and what additional measures can be expected in support of the Gateway provision and 'Not suitable for HGV' advisory signs.
- 2) Can the Parish residents be advised of the current cost of the Gateway Scheme from the delegated budget. What budget is being sourced to meet future costs in order to finalise the Scheme.

Cllr Taaffe responded to these questions.

Question (1)

- The Speeding Action Group was formed in July 2019. The group consisted of Philip Bond, Rob Clarke and Peter Taaffe. There have been three meetings to discuss a course of action, followed by the meeting with WCC which ultimately ended up as the Gateway Scheme. The Action Group is still live, but with only two members.
- Training for Community Speed Watch is hoped to commence in July and Sambourne is top of the list to undertake the training.
- The second part of the question was dealt with under 4.1 of these minutes.
- With regard to question (2), Cllr Taaffe had gained permission from Cllr Rickhards to release these costs at this meeting.
- On 19th September 2019 Philip Bond and Cllr Taaffe received an email from Cllr Rickhards stating 'I have just given my consent for £30k worth of my delegated budget to be devoted to 6 sets of Gated features to be installed in Sambourne'.
- Cllr Rickhards reported the exact costs. In 2020 £30,660 was allocated from the delegated budget and in 2021 a further £10k was added. The total cost allocated to the Gateway Scheme was £37,965.24. To that has been added another allocation of £2694.76 which is to be spent in relation to improvements to the roundels. The total cost allocated from the delegated budget totals £40,660.

Question (2)

- As previously mentioned, we have been advised there are no further measures we can take to calm traffic speeding through the village, without street lighting.
- There are no plans at present to raise money for future developments.

6. Update on ATC data

Cllr Taaffe reported that Sambourne Parish Council has now received the traffic data from before the Gateways were installed. This information will be uploaded to the Sambourne website for all to view.

Action: Chairman

7. To consider placing a small plaque in memory of Cllr Geoff Smith on the circular bench on The Green

The Chairman asked permission to obtain prices (which he anticipated would be in the region of £30 - £50) for a small commemoration plaque. A vote was taken and there was unanimous agreement. Cllr Shaw had given his agreement, via email, prior to the meeting.

Action: Chairman

8. To agree (i) Sambourne Parish Council – Powers and Duties and (ii) Public Participation in Meetings.

There was unanimous agreement that these Documents be adopted. Cllr Shaw had given his agreement, via email, prior to the meeting. The documents will now be uploaded to the website.

Action: Chairman

9. Accounts

The Clerk reported that the Internal Audit Report 2020/21 had been received. It was a favourable and thorough Report. The following actions were recommended and noted:

- 1) No payment can be made without an invoice.
- 2) Expenses sheets should have original receipts attached, The VAT must be separated, the purpose of any journey needs to be shown and claims to be authorised at Council meetings and then passed to the Clerk for payment.

Payments made from 12th March 2020 – 30th April 2021

British Gas	Electricity to the Green	13.19
Clerk	Zoom monthly payment	14.39
British Gas	Electricity to the Green	12.37
Clerk	Salary	575.20
Clerk	Expenses and Zoom	148.45
Open Spaces	Subscription	45.000
Alison Gray	Internal Audit	85.00
WALC	Council Administration publication	127.00
WALC	Subscription	286.00
HMRC	Clerk's Tax	143.80
BHIB	Insurance Renewal	559.40

10. Planning

One planning application had been received – 21/01192/VARY. This was received by Sambourne Parish Council as an adjoining Parish Council.

11. Correspondence

Email from Mr Amos concerning cutting of grass verges in John's Close

Cllr Edden stated that the cutting of the grass verges in John's Close was an historic issue. Previous District Councillors had looked into the problem and ascertained that grass cutting was part of the original developer's responsibility. Numerous attempts have been made to contact the developers, to no avail. The Close is not adopted and, although in the parish, Sambourne Parish Council does not have responsibility for cutting the grass in that area. Stratford District had responsibility at the time of the development and, as such, should have contingencies in place for developers going out of business. The Clerk was asked to write to Mr Amos.

Action: Clerk

Email from Martin Smith concerning a possibly dangerous tree in Perrymill Lane

The Chairman reported that this was reported to WCC and SDC. Representatives from WCC Forestry, following a request from Highways, have visited the site and intend to take remedial action.

Email from Lucy Wharrad

The Chairman reported that he had addressed the points in a reply to Lucy. However, the final question concerned funds and as such should be discussed at a Parish Council meeting. The request from Lucy was:

I would like to ask for funds of between £80 - £100 to purchase planters and soil for the Middletown area. I see this as a one off payment and residents of Middletown have agreed to maintain these.

- The Chairman pointed out that over the past three years three previous payments had been made for planting in Middletown. He asked if any residents in Middletown consider that the Green in Middletown needs more planters. Caroline Jackson responded by saying that the planter already in situ needs to be maintained or it should be removed. Therefore, it would be nice to have some funding towards plants.
- Cllr Rickhards responded by saying that this is something that could be considered through the County Councillors Members grant funding. The Chairman will contact Cllr Rickhards concerning this for future reference.
- It was agreed that the Clerk would ask Lucy to submit an itemised list of requirements for planting, up to the value of £80. This request would then be considered and the appropriate sum earmarked.
- Mandy Bond did not know about this request but she did offer to take on the upkeep

of the planters in Middletown, along with Michelle Rowlands and other residents. She will speak to Lucy concerning this. The Chairman thanked Mandy for this offer.

Action: Chairman, Clerk, Mandy Bond

12. Chairman's Business

None

13. Dates of next meetings

Annual Parish Council Meeting
Parish Council Meeting

Tuesday 4th May 2021 at 7.45 pm
Monday 12th July 2021 at 7.45 pm