

**SAMBOURNE PARISH COUNCIL**  
**Sambourne - Warwickshire**  
[www.sambourneparish.org.uk](http://www.sambourneparish.org.uk)

Minutes of the Parish Council Meeting held on Tuesday 11<sup>th</sup> March 2025 at 7:00 pm.

**Present**

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chairman
Cllr Rob Clarke	
Cllr Caroline Jackson	
Cllr Justin Kerridge	WCC
Cllr Peter Hencher-Serafin	Studley North
Teresa Murphy	Clerk

There were 6 parishioners present.

1. **Apologies:** Cllr Neil Edden – Studley South
2. **Disclosures of interest:** None
3. **To approve the minutes of the Parish Council Meeting held on 14<sup>th</sup> January 2025**

The minutes were agreed and signed by the chairman.

**4. Matters arising from the Minutes of the meeting held on 14<sup>th</sup> January 2025:**

**Cost of installation of goal posts:** The acquisition of goal posts is on hold at present, due to the high cost involved. The parish council will look at different funding mechanisms, including grant funding opportunities and will pursue the matter when the opportunity arises.

**Report on Whitemoor Lane Junction:** Cllr Kerridge has had no feedback from WCC concerning the junction, but will continue to pursue the matter. The chairman suggested that some of the chevrons on the corner could be moved further up the hill, where they would be far more visible, and be replaced with white plastic spikes, which would be easier and cheaper to replace.

**Action:** Cllr Kerridge

**Grit bins:** The chairman has contacted WCC and they are now all full, apart from the bin on Capilano corner. The chairman will contact WCC again about this bin.

**Action:** Chairman

**Purchase of cowl for flagpole:** Cllr Taaffe has sourced a replacement cowl. The flagpole needs to be lowered and cleaned in the Spring and with this in mind the cowl will be purchased at the beginning of the new financial year.

**Action:** Cllr Taaffe

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**Renewal of Insurance:** The clerk confirmed that the Policy with Clear Councils will be renewed for a further year, commencing on 1<sup>st</sup> June 2025.

**Renewal of CPRE subscription:** The clerk confirmed the renewal for 2025/2026, as agreed, had been paid.

**SWLP Response:** Taken under Agenda Item 5.

**Parish communication:** Taken under Agenda Item 6.

**Litter picking equipment:** Taken under Agenda Item 8

**Broken stile in Middletown:** Cllr Jackson reported that her husband, Mark, has replaced the stile with a kissing gate, which will be painted in the warmer weather.

#### **5. Final SWLP Joint Representation on behalf of Sambourne and Studley Parish Councils**

The chairman again thanked David Macmullen and Ken Miller for their invaluable help with the Response to the SWLP Consultation and proposed that the parish council show their appreciation by way of a small gift. This received unanimous agreement.

The agreed final version of Response document was discussed at the Extraordinary Meeting of the Parish Council held on 5<sup>th</sup> March 2025. There was unanimous agreement to adopt this final version and the clerk was asked to submit this document to the SWLP Team.

The clerk was also asked to include a covering email with the submission, to include the following comments:

- I. We were disappointed with the length of the Consultation. A period of 12 weeks would be more appropriate, given the scale of the Consultation.
- II. It was felt that the mechanism to engage via the SWLP website inhibited people from replying. The process was far too complicated. In addition, the wording and clarity was poor, making it difficult to respond page by page.
- III. It has come to our knowledge that many people are still totally unaware of the Consultation. The brevity of the window to respond has limited the opportunity of more people being given an opportunity to have a voice.

The agreed final Response to the SWLP Consultation is available to view on the parish council website.

[www.sambourneparish.org.uk/community/sambourne-parish-council-19960/swlp/](http://www.sambourneparish.org.uk/community/sambourne-parish-council-19960/swlp/)

**Action:** Chairman, Clerk

#### **6. Community Noticeboard Grant**

Prior to this meeting, the parish council discussed the possibility of installing a noticeboard in the North of the parish. The discussion followed information received from SDC concerning an application for a noticeboard grant, with a closing date of 14<sup>th</sup> March 2025.

It was felt that parishioners from the North of the parish do not engage with the parish council as much as those from the South of the parish and the installation of a noticeboard on the Studley side of the Slough would encourage inclusivity.

The time scale for the grant application was too short as there were several factors to consider, including agreeing a suitable site, necessary surveys to be undertaken and application for planning permission.

It was agreed that the parish council would make further enquiries and consider this project for the new financial year.

**Parish Communication:** Communication with the parish was discussed at the Joint Meeting on 11<sup>th</sup> January 2025. Cllr Kerridge spoke about the possibility of the publication of a quarterly joint newsletter from the Parish Council, the Sambourne Trust and the Sambourne Village Association. The chairman pointed out that this would be very time consuming and potentially costly.

Cllr Taaffe referred to an information booklet about the parish council, prepared by Cllr Moon several years' ago, and distributed to the parish. It was agreed that a new booklet could be published, giving joint details of the Parish Council, the Sambourne Trust and the Sambourne Village Association. The chairman will work with the clerk to arrange a meeting with representatives from the three groups to discuss.

**Action:** Chairman, Cllr Kerridge, Clerk

#### **7. WCC Highways Road Marking Schedule**

- This item was a reminder for Cllr Taaffe to contact WCC Highways, following email correspondence with Dylan White concerning the road marking schedule that is due to start in the Spring.
- Cllr Kerridge was reminded about the flooding issues near Spinney Cottage and the Green Dragon. Cllr Kerridge advised that the Green Dragon issues were planned to be resolved this financial year.
- The chairman reported that the road outside Spinney Cottage does need addressing as the water takes about 3 days to subside from that area. Cllr Kerridge confirmed that this issue was on the works list, but action will not be taken until the new financial year.

**Action:** Cllr Taaffe

#### **8. Community Litter Pick**

There have been several reports about the increasing amount of litter in the lanes around Sambourne. There was unanimous agreement that a community litter pick should be arranged. The date decided was **Saturday 29<sup>th</sup> March 2025 at 10:30 am**, meeting on the Green. The clerk agreed to contact SDC Streetscene and arrange for the loan of litter picking equipment.

**Action:** Clerk, all Councillors

#### 9. Sexual Harassment Awareness Training and Policy

In light of recent legislative changes, all parish and town councils are now required to adopt a policy addressing sexual harassment, ensuring councils provide a safe, respectful and inclusive environment for all members, employees and the public. Cllr Jackson will be attending a WALC Training on 26<sup>th</sup> March 2025, following which a Policy will be formulated.

**Action:** Cllr Jackson, Clerk

#### 10. Accounts

**Budget Update – 11/03/2025:** The budget update had been circulated to all councillors. The clerk reported that we are well within budget and on target going into the end of the financial year. All expressed agreement.

**Bank reconciliations for January/February 2025:** The bank reconciliations were agreed and signed.

**Bank balances as at 28<sup>th</sup> February 2025:**

Current a/c: 23,981.38

Deposit a/c: 10,312.94

#### List of Financial Transactions from 14/01/2025 – 11/03/2025

PAYEE	DESCRIPTION	AMOUNT
EDF	Electricity to the Green	16.97
Information Commissioners Office	Data Protection Annual Fee	35.00
Clerk	Zoom payment – January	15.59
Clerk	Salary/HMRC/Expenses – January	628.45
Unity Bank	Service charge – January	6.00
Hugo Fox	Website Fee - January	23.99
CPRE	Annual subscription	72.00
EDF	Electricity to the Green	22.38
Clerk	Zoom payment – February	15.59
GS Adams	Electricity Inspection – Box on the Green	114.00
Clerk	Salary/HMRC/Expenses – February	642.33
Cllr Taaffe	Expenses – Printing SWLP	44.28
Unity Bank	Service charge – February	6.00
Hugo Fox	Website Fee – February	23.99

**Statement of Internal Control:** The Statement of Internal Control was agreed and signed by the chairman.

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**11. Planning**

Four planning applications had been received and discussed since the last meeting

Ref No	Property	Details	SPC Comments	Decision
25/00147/COUQ	Eastern Hill Farm, Astwood Bank	Prior approval for change of use to 5 dwelling houses	DOI: Adam Quinney No objection	Withdrawn 24/02/2025
25/00190/AGNOT	Wren's Nest, Sambourne Lane	Agricultural storage building. Prior approval		Withdrawn. 12/02/2025
25/00195/TPO	Early Birds, Perry mill Lane	Construction within tree roots zone. Extension approved under Prior Approval 24/02301/HHPA	No representation	Withdrawn 11/03/2025
25/00188/FUL	Balinar, Samourne Lane	Proposed replacement porch	Support	

**12. Correspondence**

Correspondence 14 <sup>th</sup> January 2025 – 11 <sup>th</sup> March 2025				
Complaint or Procedural query and follow up	FOI or GDPR Request	WCC/SDC/WALC/SNT information or Request for Information	General correspondence, accounts and administration	Planning
4	1	65	49	12
<b>Total: 131</b>				

Cllr Taaffe reported that he had received a verbal communication that John Gibbs had sadly passed away. John was our grass cutting contractor for many years and was greatly valued by the parish council. A letter of condolence has been sent to his family. Mr Gibbs' daughter and her partner have formed a new business and will continue with the contract.

The chairman had received a verbal communication from a parishioner concerning the road verge, post grass cutting, at the crossroads of Perry mill Lane and Sambourne Lane. He has spoken to the grass cutter involved and the verge has now been repaired and levelled.

**13. Public Participation**

- Charles Farran raised the question of the tree cuttings left on the verge in Middletown, which may cause a problem when the verge is due to be cut. The chairman has spoken to the contractor and the matter will be resolved.
- Another question was raised concerning the clearing of the surface drains down the cul de sac in Middletown. There were only 3 drains noted on the WCC schedule to be cleared, but there are 8 drains on site. One of these will require significant rectification works due to tarmac overspilling and, also, roots causing an obstruction. Cllr Taaffe will contact WCC Highways to report this.

**Action:** Cllr Taaffe

**14: Chairman's Business:** There was no further business.

**15: Dates of next Meetings:**

Annual Parish Assembly  
Annual Parish Meeting  
Parish Council Meeting  
Parish Council Meeting

Tuesday 13<sup>th</sup> May 2025 at 6:30 pm  
Tuesday 13<sup>th</sup> May 2025 at 7:00 pm  
Tuesday 13<sup>th</sup> May 2025 at 7:30 pm spell check  
Tuesday 15<sup>th</sup> July 2025 at 7:00 pm

The meeting ended at 7:40 pm

**Review of Actions from the meeting:**

Minute	Name(s)	Action
4	Cllr Kerridge	Whitemoor Lane junction
4	Chairman	Grit bin – Capilano corner
4	Cllr Taaffe	Purchase of cowl for flagpole and clean
5	Chairman, Clerk	Gift for DM/KM. Submission/covering email
6	Chairman, Cllr Kerridge, Clerk	Further enquiries re noticeboard. Parish communication and arrangement of meeting
7	Cllr Taaffe	WCC Highways Road Marking Schedule
8	All councillors, Clerk	Clerk to arrange litter picking equipment SDC
9	Cllr Jackson, Clerk	Attend Training. Formulate Policy
13	Cllr Taaffe	Contact WCC re drains Middletown cul de sac

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