

**SAMBOURNE PARISH COUNCIL**  
**Sambourne - Warwickshire**  
**www.sambourneparish.org.uk**

Minutes of the Parish Council Meeting held on Tuesday 8<sup>th</sup> November 2022 at 7:00 pm.

**Present**

Cllr Adam Quinney	Chairman
Cllr Phil Jones	Vice-Chairman
Cllr Peter Taaffe	
Cllr David Shaw	
Cllr Nick Moon	
Cllr Justin Kerridge	WCC
Cllr Peter Hencher-Serafin	SDC (Studley with Mappleborough Green)
Teresa Murphy	Clerk

There were 13 persons present.

1. **Apologies:** Cllr Neil Edden SDC (Studley with Sambourne)
2. **Changes to Disclosures of Interests:** None
3. **To approve the Minutes of the meeting held on 27<sup>th</sup> September 2022:**

An amendment to the minutes was discussed and agreed. Gail Smith's comment on Agenda item 4(8) was amended to: *Gail Smith raised a question concerning fly tipping and commented that the quality of wildlife cameras would not be good enough for the identification of fly tippers.* With this amendment, the minutes were agreed and signed by the chairman.

**4. Matters Arising from the Minutes**

**Minute 4 – Item 7:** It was confirmed that the Sambourne Parish Council flyer was inserted in the October copy of The Link and was also posted on the website and notice boards.

**Minute 4 – Item 7:** Action on footpaths is ongoing

**Minute 4 – Item 8:** In the absence of Neil Edden, the chairman reported that Neil had forwarded contact details of Studley Neighbourhood Watch to the parish council. Neil had also contacted SDC and he was informed that there were no resources for prosecuting fly tippers. There was also the problem of obtaining accurate information concerning the offenders.

**Minute 5:** The clerk confirmed that Sambourne Parish Council has formally signed the Civility and Respect Pledge.

**Minute 6 and 7:** The clerk confirmed that the relevant Policies had been posted on the website.

**Minute 8:** Cllr Taaffe reported that further dialogue with the Highways engineers had taken place concerning the flooding in Middletown Lane, outside Mr Joynes' property. As a result, another site visit was carried out last week. The report following the site visit stated that WCC would be installing one new gulley and a new pipe to the manhole culvert in the verge at the side of Mr Joynes' property. This had been marked up on site and the job would be raised as a matter of priority. Cllr Taaffe asked Mr Joynes if he was happy with the engineer's report. Mr Joynes agreed that he was, but stated that he would like to see the work prioritised and that it should also remain as an item on the parish council agenda until the work is completed. The chairman agreed that this would remain on the agenda under 'matters arising' until a satisfactory conclusion has been reached. He also asked Mr Joynes to keep the parish council updated on any developments.

**Minute 9:** The end of year budget statement would be discussed and presented at the end of the financial year.

**Minute 13:** The chairman reported that the conclusions of the Monitoring Officer have been displayed on the notice boards and on the website.

#### **5. Grass cutting Contract 2023-2024**

The clerk reported that a quote had been sought for 2023/2024 from J R Gibbs, our present contractors. The quote was £3687, which is an increase of 2% from the previous year. The parish council put the contract out to tender two years' ago and the quote received by J R Gibbs was extremely competitive. In light of this, it was considered that a 2% rise is reasonable. It has been discussed that, if we have another year of drought and there is less mowing to do, we will ask the contractors to make up the time by carrying out other related jobs around the village. The parish council is pleased with the performance and reliability of J R Gibbs and it was unanimously agreed that the contract be extended to 2023/2024.

#### **6. To approve the following Policies**

- I. **Dignity at Work Policy:** When we signed the Civility and Respect Pledge, one of the commitments was the parish council has a Dignity at Work Policy. Using NALC guidelines, a Policy has been drawn up and agreed by all councillors. The chairman signed the Policy and it will now be put on the website.
- II. **Home Working Policy:** This Policy was updated in line with the revised Financial and Management Risk Assessment. All councillors agreed the amendments, it was signed by the chairman and will now be put on the website.

#### **7. To approve the following Risk Assessments:**

**Financial and Management Risk Assessment 2022/23:** The chairman asked for a vote to agree the updated Financial and Management Risk Assessment. The vote was proposed by Cllr Moon and seconded by Cllr Jones. There was unanimous agreement and the Risk Assessment was signed by the chairman. It will be uploaded to the website, under the Finance tab, to replace the previous 2021 document.

**Notice Boards Risk Assessment:** The updated Risk Assessment was agreed and signed by the chairman.

**Village Green risk Assessment:** The updated Risk Assessment was agreed and signed by the chairman.

## **8. Accounts**

### **Draft Budget 2023 -2024**

A draft budget for the year 2023-2024 has been drawn up. The chairman reported that there was a very small deficit again next year. The budget has been carefully managed this financial year and it is envisaged this deficit will be brought back in. The parish council does not intend to increase the Precept this year and will work within the parameters of the budget set.

#### ***The chairman asked for a vote to accept the draft budget for 2023-2024:***

Proposed by Cllr Taaffe and seconded by Cllr Jones.

There was unanimous agreement.

The draft budget will now be updated to the website.

### ***To set the Precept for 2023-2024***

- I. The chairman proposed that the Precept for 2023-2024 should remain at £17,500. This was seconded by Cllr Moon and there was unanimous agreement.
- II. With relation to the budget, the chairman put forward the possibility of working with neighbouring parish councils to discuss ways in which there could be collaboration in reducing certain common overheads.

### ***Bank Reconciliation for October 2022***

The bank reconciliation for October 2022 had been signed by the clerk and was approved by all councillors.

### ***List of Financial Transactions from 27/09/2022 – 08/11/2022:***

Clerk	Expenses – September	34.10
Clerk	Salary – September	375.40
HMRC	Clerk's Tax - September	93.80
Unity Bank	Service charge	18.00
Hugo Fox	Website	23.99
Designmarc	Printing of flyers	94.94
British Gas	Electricity to the Green	15.68
Clerk	Zoom payment	14.39
HMRC	Clerk's Tax - October	93.80
Clerk	Expenses – October	66.19
Clerk	Salary – October	375.40
WALC	Training – Clerk	36.00
Hugo Fox	Website	23.99
Cllr P Taaffe	Expenses	47.97
Clerk	Middletown Notice board refurbishment	62.07

## 9. Planning

Ref No	Property	Details	SPC Comments	Decision
22/02968/TPO	Four Elms Farm, The Slough	T5 ash – remove 3 dead limbs, crown clean	Support	Pending
22/01756/FUL	Lingwood, The Slough	Demolition and construction of replacement building	No objection	Pending
22/03069/FUL	Copper Trees, Middletown Lane	Demolition of garage and extensions	No objection but concerns raised – see SDC planning site	Pending
22/03195/FUL	Wheelwright House, Sambourne Lane	Construction of single storey extensions	Received on 8/11 – yet to review	

## 10. Correspondence

Correspondence – 28 <sup>th</sup> September 2022 – 8 <sup>th</sup> November 2022				
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
2		214	40	10
<b>Total: 266</b>				

## 11. Public Participation

***A question had been raised by Mr Neil Snape:***

***Does the parish council, on reflection, consider the cost of the gateway scheme, balanced against any benefits given, to be value for money?***

The chairman asked Cllr Taaffe to take this question. Cllr Taaffe thanked Mr Snape for the question, which enables the parish council to remind parishioners of the background to this scheme. He then commented:

- The purpose of the gateways is to indicate to motorists that they are entering a village and to remind them to observe the speed limit. WCC is rolling out this scheme around the county and Sambourne was one of a number of villages where gateways have been introduced.
- Sambourne is not unique. A senior manager at WCC quoted, *"we have seen an enormous amount of Gateway signing in Villages across Warwickshire in the last 4-5 years, we have just finished another 4 Villages, Binton, Shrewley, Shuttington, and Wellesbourne."*
- As Sambourne has no street lighting, which has to be present at every location, WCC will not support any mechanical schemes, such as speed humps or chicanes. Flashing speed indicators [VAS] are no longer supported by WCC and, therefore, could only be installed with the cost being fully met by the parish council. This would result in a considerable increase in the precept to all households in the parish. The PC is currently revisiting the cost of VAS systems. The money that was spent on the gateways could not have been allocated to this.
- The gateways were the only scheme available to Sambourne under the WCC Strategy for Village Traffic, it was not an "either/ or". Had we not accepted their generous offer, then the money would have been allocated to another parish and our parishioners would still have paid for that via the annual council tax. That funding stream could not be spent on anything else.
- It was a WCC scheme and the gateways are installed on WCC land. They do not need the permission of the parish council to undertake this work and it was not a scheme that required any level of public participation.
- It is worth repeating a statement from a senior manager at WCC, which was sent to serving councillors at that time:  
*"With regard to the positioning of signs on the 5 Public Highways, this is the responsibility of Warwickshire County Council. Some signs, such as gateway signs, are discussed with stakeholders such as Parish Councils and there is a collaborative approach, but ultimately, we do not require Parish Council approval. We shall therefore continue with the Scheme as we feel is appropriate."*
- The cost of the Gateway Scheme, signage, road lineage, and all of the costs for both sets of ATC data was wholly the responsibility of Warwickshire County Council; no costs were incurred by Sambourne Parish Council or the parish. Clearly, WCC considers such schemes to be value for money balanced against the benefits. This is a view endorsed by other local authorities around the country, judging from the numbers being installed, but only they can answer this question.

Mr Snape was unsure whether his question had been fully answered, as to the benefits and value for money of the gateways. The chairman commented that, without street lighting, WCC could offer no other scheme. Cllr Moon added that the gateway scheme was being rolled out in other counties, as well as Warwickshire. Having read a government White Paper, it suggests that the gateway scheme is the best start to traffic calming in villages without street lighting.

***The chairman further commented:***

1. There is no doubt that Sambourne over the years has seen ever increasing traffic, along with many villages in the area. There are certain times of the day, especially if the A435 has delays, where there is a risk to pedestrians and other road users around the village. Whilst the majority of the traffic is close to or within the speed limits of the village, there are some drivers who pay no consideration at all to the local inhabitants and other road users. Sambourne is not unique in this.
  2. From around 2017 discussions took place at SPC level and within the local Speeding Action Group, which consists of local villagers and two parish councillors. We looked at various potential solutions, culminating in agreement to have village gateways as part of a WCC scheme. This was minuted at the SPC meeting on 19<sup>th</sup> November 2018. As set out in WCC Traffic Calming Strategy, this was the only solution on offer at this stage from WCC, with the assistance of Cllr Clive Rickhards.
  3. It has always been accepted, over many years, that physical traffic calming or mechanical means needs to be the final goal. That goal would still need the gateways, to be compliant with past and present guidelines and advice.
  4. Any measures that involve putting in mechanical restrictions would require the area around the objects to be lit by street lighting.
  5. These measures would have to be part or completely funded by the residents of Sambourne Parish, for the work to be undertaken by WCC. With the present financial crisis this would be quite a challenge. Nevertheless, I believe we should have this as an objective and investigate ways in which we could have pinch points in the village in crucial areas and look to improve pedestrian safety in others. We need to be very realistic that this will only happen with the support of WCC, and virtually every village in Warwickshire is asking for the same support. WCC will prioritise areas where there has been a fatality or serious traffic accident. In light of this, we need to be very realistic about time scales.
- Mike Bailey made the comment that one of the warning posts at Capilano corner on Sambourne Lane, by the village sign, has been smashed down. The reflector light on the post is extremely effective on the bend. This post is not the responsibility of the parish council, but will be reported to Fix My Street.
  - The chairman suggested that, given the congestion and volume of traffic in local villages, local parish councils should send a joint letter to our MP. A change in traffic calming legislation would enable alternative measures, such as solar lighting at the site of restrictions, to be introduced.

**Purchase of Christmas Tree for the Green**

Laurence Evans requested that the same arrangement as the past is made for the purchase of a Christmas tree for the Green. It was agreed that the parish council would pay for the tree and the Village Association would refund the net value.

**12. Chairman's business**

The only item is to reiterate that the chairman will contact local parish councils concerning writing to our MP regarding traffic congestion.

**13. Dates of next meetings:**

Tuesday 10<sup>th</sup> January 2023 at 7:00 pm

Tuesday 7<sup>th</sup> March 2023 at 7:00 pm

**Review of Actions from the Meeting**

<b>Minute</b>	<b>Name(s)</b>	<b>Action</b>
5	Clerk	Confirm mowing contract
6	Clerk, Cllr Taaffe	Upload Policies to website
8	Clerk, Cllr Taaffe	Upload Budget to website
8(i)	Clerk	Complete paperwork for Precept
8(ii)	Chairman	Collaboration with local parish councils
12	Chairman	Contact local pcs re traffic congestion
Ongoing	Cllr Moon	Action on footpaths
Ongoing	Cllr Taaffe	Flooding in Middletown Lane – Southfields

The meeting closed at 7:35 pm