

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

Minutes of the Parish Council Meeting held on Tuesday 27<sup>th</sup> September 2022 at 7:00 pm.

**Present**

Cllr Adam Quinney	Chairman
Cllr Phil Jones	Vice-Chairman
Cllr Peter Taaffe	
Cllr Nick Moon	
Cllr Neil Edden	SDC (Studley with Sambourne)
Cllr Justin Kerridge	WCC
Teresa Murphy	Clerk

There were 11 persons present.

1. **Apologies:** Cllr David Shaw, Cllr Peter Hencher-Serafin SDC (Studley with Mappleborough Green)

2. **Changes to Disclosures of Interests:** All councillors were obliged to complete a new Register of Members' Interests Form. The clerk received the forms, which will be forwarded to the Monitoring Officer and a copy kept on file by the clerk.

3. **To approve the Minutes of:**

(i) *The minutes of the meeting held on 12<sup>th</sup> July 2022*

Agreed and signed by the chairman

(ii) *The minutes of the Extraordinary meeting held on 11<sup>th</sup> August 2022*

Agreed and signed by the chairman.

4. **Matters Arising from the Minutes of the meeting held on 12<sup>th</sup> July 2022**

(5) Item 7. **Website update:** Cllr Moon has designed a two page information sheet entitled 'Introducing you to Sambourne Parish Council'. This flyer will be inserted in The Link and distributed to all households in early October. Copies will also be placed on the website and the notice boards.

**Action:** Cllr Moon, Cllr Taaffe, Clerk

Item 7: **Public Footpaths and Disability Access:** Cllr Moon reported that some routes had been identified and he now needs to speak to all parties concerned. The intention is that by Spring 2023 there will be some routes available. These routes are not solely for disabled access; the wider access will enable parents with prams and young children to use the routes.

**Action:** Cllr Moon

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

Item 8: ***Cameras:*** Cllr Taaffe reported that he had made contact with another company, Tag Master, who offer a more technical product which can gather the data for viewing via a computer.

The cost would be:

ANPR camera	4,100.00
Bracket for pole mount	150.00
Power supply	<u>225.00</u>
<b>Total:</b>	<b>4,475.00</b>

*We would also need:*

- i. internet access and a local power supply where the camera is mounted
- ii. Software and support – cost unknown at present
- iii. The support of the local police and a firm knowledge of GDPR implications
- iv. A minimum of 4 cameras for the parish.

The chairman proposed the parish council looks for alternative solutions, for example the sharing of information taken from householder's cctv.

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. We would, however, need to know whether SDC have the intention to prosecute fly tipping. Laura Loy commented that the police would not take action.

***The following action was agreed:***

- The possibility that Neighbourhood Watch could be reinstated in Sambourne. Cllr Edden has a contact in Studley and he will forward his details to Cllr Taaffe.
- Cllr Edden will ask SDC what evidence they need before an investigation and prosecution into fly tipping can proceed.

**Action:** Cllr Edden

Item 9: ***Provision of dog waste bin and signage in Middletown:*** The chairman reported that the new waste bins have been a success. There is much less litter in the gateway by the cricket club and the one in Middletown is well used and emptied regularly. An email of thanks from Alison Wheway had been received.

Item 10: ***Review of Financial Regulations:*** The clerk reported the Financial Regulations had been uploaded to the parish website.

Item 11: ***Formulation of an Emergency Plan:*** The chairman reported that a revised Emergency Plan had been drawn up and agreed. The chairman signed the Plan and it will now be uploaded on to the parish website.

Item 13: **Accounts:** The clerk confirmed the Budget Update had been uploaded to the website.

## **5. Civility and Respect Pledge**

The chairman introduced the Mission Statement for the Civility and Respect Pledge.

Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members.

This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.

National Association of Local Councils (NALC), County Associations of local councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and the Society of Local Council Clerks (SLCC), as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end, the Civility and Respect Working Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.

There was unanimous agreement that Sambourne Parish would take the Civility and Respect Pledge.

**Action:** Clerk

## **6. Email Contact Privacy Notice**

An Email Contact Privacy Notice has agreed by all councillors. The chairman reported that all councillors have been instructed to delete non-important emails, to ensure their Sambourne PC Gmail accounts do not become overloaded. The clerk, however, will continue to hold all important emails, as a complete record of parish council correspondence and procedures. The Policy was signed by the chairman and will be uploaded to the parish council website.

**Action:** Clerk

## **7. Parish Council Standing Orders**

The revised Standing Orders were agreed and signed by the chairman. These Orders will be reviewed in September 2023 and will now be uploaded to the parish council website.

**Action:** Clerk

## **8. Flooding Issues in Middletown Lane directly after the Village Green**

The properties directly affected are 'Southfield' and 'Chata'. Cllr Taaffe has been in contact with WCC Highways since November 2021. Following a site meeting in November 2021 to discuss the problem it was agreed the drains would be jetted and if that did not solve the problem a camera would be used to view the drains internally. The jetting was carried out in July 2022, but only around the Green. The drains and gullies were inspected in early August and Cllr Taaffe has asked for a report. Unfortunately, County Highways has not yet received the report from the contractors. The resident of Southfields spoke to the contractors and it would appear, from what was discussed, that the culvert they were going to clear does not exist.

Cllr Kerridge agreed with Cllr Taaffe's findings and he, too, is looking forward to an update from WCC Highways.

**Action:** Cllr Taaffe, Cllr Kerridge

## **9. Accounts**

- i. The clerk had provided councillors with the bank reconciliations for August and September and these were agreed and signed. The clerk also provided the councillors with a Budget Update. It was agreed that the Budget Update would be put on the website.
- ii. The list of financial transactions from 12<sup>th</sup> July 2022 – 26<sup>th</sup> September 2022 is listed below:

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT £</b>
PCC	Room Hire	80.00
HMRC	Clerk's Tax	93.80
Clerk	Salary – June 2022	375.40
Clerk	Expenses	34.10
Clerk	Zoom Payment – June 2022	14.39
Namesco	Domain Name	20.39
British Gas	Electricity to Green	13.91
Hugo Fox	Website	23.99
Clerk	Zoom payment - July 2022	14.39
Clerk	Salary – July 2022	375.40
HMRC	Clerk's Tax	93.80

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

Clerk	Expenses	34.10
British Gas	Electricity to the Green	14.35
WALC	Training – Clerk	36.00
WALC	Training – Councillor	36.00
Clerk	Expenses	74.02
Clerk	Zoom Payment – August 2022	14.39
HMRC	Clerk's Tax	93.80
Clerk	Salary – August 2022	375.40
Hugo Fox	Website	23.99
British Gas	Electricity to the Green	13.27
Clerk	Zoom payment – September	14.39
SDC	2 litter bins	500.00
WALC	Training – Chairman	36.00

The chairman proposed that at the end of the financial year the parish council would prepare a statement consolidating the information concerning expenditure against the agreed budget. This would give parishioners an informed view of the budgeting process for the financial year 2023/2024 by being able to see our spend in specific areas (maintenance, administration etc). It will give a comparison of actual spend against budget and changes of expenditure from the previous year.

Action: Chairman, Clerk

## 10. Planning

Ref No	Property	Details	SPC Comments	Decision
22/01961/FUL	Allely's, The Slough	Demolition of 5 buildings and erection of 2 warehouses	No objection but request that measures taken re light pollution.	Pending consideration
22/02218/TREE	Yew Tree Cottage	T1 yew. Reduce height and spread	No objection	Pending consideration
22/01944/VARY	Reins Farm, Oak Tree Lane	Variation of Condition 2	No objection	Pending consideration
22/00880/VARY	1 Reinswood Court, Sambourne Lane	Variation of Condition 2	No objection	Granted
22/01490/FUL	First House, Middletown Lane	Change of use for private menage	No objection	Pending consideration
22/02084/REM	65 Green Lane, Studley	Submission of reserved matters	No objection	Pending consideration
22/02660/HHPA	Wheelwright House, Sambourne Lane	Notification of Prior Approval	No objection	Pending consideration

## 11. Correspondence

Correspondence – 13 <sup>th</sup> July 2022 – 27 <sup>th</sup> September 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
10	2	151	25	27
<b>Total: 215</b>				

## 12. Public Participation

No questions for public participation had been received by the clerk.

## 13. Chairman's business

The chairman reported that since the last meeting he has:

- Chopped the undergrowth around the speed activation sign
- Trimmed branches on a tree on the Green
- Scattered wild flower seed around the lanes and on the verges, where they are flat
- Restored the hgv sign to an upright position.

The chairman further reported that there had been complaints made against 4 councillors – Cllr Peter Taaffe, Cllr Phil Jones, Cllr Nick Moon and himself. The complaint against Cllr Moon has gone to investigation and the outcome is awaited.

The Monitoring Officer has made the decision that Cllrs Taaffe, Jones and Quinney have not broken the Code of Conduct and do not warrant further investigation. It should be noted that if a complaint goes forward to the investigation stage the cost is between £7,000 - £8,000 per person, which will be funded by South Warwickshire rate payers.

The chairman stated that an abbreviated version of the conclusions of the Monitoring Officer would be posted on the notice boards. It was also discussed that a full, redacted copy of the content of the complaint against the chairman and the conclusions of the Monitoring Officer could be uploaded to the website.

**Action:** Chairman

## 14. Dates of next meetings

**Tuesday 8<sup>th</sup> November 2022 at 7:00 pm**  
**Tuesday 10<sup>th</sup> January 2023 at 7:00 pm**

The meeting closed at 7:45 pm

**Review of Actions from the Meeting**

<b>Minute</b>	<b>Name(s)</b>	<b>Action</b>
4 – Item 7(5)	Cllr Moon, Cllr Taaffe, Clerk	Flyer inserted in Link and on website
4 – Item 7	Cllr Moon	Action re footpaths
4 – Item 8	Cllr Edden	NW details. Contact SDC re fly tipping
5	Clerk	Civility and Respect Pledge
6	Clerk	Email Privacy Notice on website
7	Clerk	Standing Orders on website
8	Cllr Taaffe, Cllr Kerridge	Information update from SDC
9	Chairman, Clerk	End of Year budget statement
13	Chairman	Conclusions of Monitoring Officer