

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

Minutes of the Annual Parish Assembly held on Tuesday 13<sup>th</sup> May 2025 at 6:30 pm in the Parish Room

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**Present:**

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chair
Cllr Rob Clarke	
Cllr Caroline Jackson	
Cllr Neil Edden	SDC Studley South
Teresa Murphy	Clerk

**In attendance:** Cllr Luke Cooper      Warwickshire County Council

There were 7 parishioners present

**1. To Accept Apologies for Absence**

Apologies were received and accepted from Cllr Justin Kerridge and Cllr Peter Hencher-Serafin

**2. Approval of the Minutes of the Annual Parish Assembly held on 7<sup>th</sup> May 2024**

The minutes were agreed and signed by the Chairman.

**3. Chairman's Report**

Along with other day-to day work, the council continues to work on responding to planning applications and liaising with local authorities in repairing roads and improving road drainage within the parish. This year the administration of the parish has been more straightforward than previously.

***SWLP Planning Consultation for new area adjacent to Studley and Middleton***

The parish council, in conjunction with several parishioners and in collaboration with Studley parish council, responded to the Consultation with a full report outlining our concerns and objections to any new development between Studley and Middleton. The parish council held a public meeting to share the Draft Response to Stratford District Council. This well supported meeting greatly helped the parish council in finalising its final response.

***Footpaths***

During the year the access to a number of footpaths around the village of Sambourne has been improved. The installation of additional gates, to replace existing stiles, was made possible with a grant from the Ramblers Association, together with a grant from the WCC County Councillor's delegated budget. Much has been learned from the initial stages of installing new gates and it is hoped that additional work will be carried out this coming year to further improve the network of local footpaths.

***Bringing Parish Organisations together***

A successful joint public meeting was organised to bring together the Sambourne Trust, the Sambourne Village Association and the Parish Council. The purpose of the meeting was to enable people to gain a better understand of the workings of these three organisations. Those parishioners who attended said they found it useful and, therefore, a repeat will be planned for the coming year.

***Litter Pick***

In March the parish council organised a village litter pick. Over 25 people came along and cleared roadside rubbish along the lanes in the parish. We are grateful to Stratford District Council for loaning equipment, such as litter pickers and bags. Approximately half a tonne of rubbish was collected, ranging from televisions to beer cans. Luckily the sun shone and people enjoyed themselves whilst at the same time doing good work!

***Village Traffic***

The community speed watch continues to operate on a regular basis throughout the year, weather permitting. Traffic in the village remains a major issue and any new development in Studley will only make the situation worse. The chairman thanked Cllr Peter Taaffe and his team of volunteers in helping to control excess speeds through the village.

During the year Cllr Nick Moon resigned from his position, as he was leaving the village. The chairman thanked Nick for all the work that he carried out for the parish council, especially for his efforts in successfully gaining grants for the improvement of footpaths.

The chairman also thanked the clerk for her input in the smooth running of the parish council.

**4. Annual Accounts of Sambourne Parish Council 2024-25**

The Clerk reported that the accounts for 2024-25 have been finalised and the Annual Governance and Accountability Return 2024/25 Form 2 completed.

- 1) The Certificate of Exemption Certificate for Smaller Authorities was signed by the chairman and will be returned to the external auditors by the clerk.
- 2) The Internal Audit Report 2024/25 has been completed and signed by Eleanor Choudry, the Internal Auditor for Sambourne Parish Council
- 3) The Annual Governance Statement 2024/25 was reviewed and agreed by a unanimous vote and signed by the chairman.
- 4) The Accounting Statements 2024/24 were approved by a unanimous vote and signed by the chairman

**Action:** Clerk

## **Internal audit Report for the financial Year ending 31<sup>st</sup> March 2025**

The Final Internal Audit Report has been received. It was a favourable Report, with only two recommendations, as follows

**1. *Minute references run consecutively across the year. This was recommended following the 2023-24 audit. Councillors reviewed this recommendation but resolved to continue with the current numbering system.***

The parish council again reviewed the recommendation and challenged it. It was agreed that the current system already in use would be continued.

**2. *Email addresses comply with the new JPAG requirement in the financial year 2025/2026. This was recommended following the 2023-2024 Audit.***

This recommendation was discussed and challenged. There was unanimous agreement that the dedicated parish council emails currently used by councillors and the clerk were compliant and cost effective for a small parish council.

## **5. To receive a Report from the Sambourne Trust 2024/2025**

***The Clerk read the following Report from the Sambourne Trust:***

David Shaw, who had been the Chair of the Trust for a number of years, stepped down in June 2024. It was agreed that the various duties which he had handled would be split between specific trustees and that Roger Williams would act as Chair for the time being. Thanks were expressed to David for all the hard work he had undertaken.

As in previous years, regular maintenance was carried out at the Trust's properties and further works are being planned. As far as is possible we continue to use local tradesmen, who serve us well and act quickly when problems occur. The gardeners keep the communal areas of grass and hedges under control. They also ensure that the ditch is kept free from debris.

Steps were also taken to ensure that the properties are compliant with all regulatory requirements. The Trust has also dealt with the new Housing Ombudsman's rules regarding potential complaints and a formal policy for tenants was prepared and is on the website.

Banking arrangements were updated and the Trust can now enjoy online banking.

The two Air Ambulances which serve this area have received donations from the Trust, as have the Myton Hospice, Shakespeare Hospice and Primrose Hospice. Donations have also been made to the Friends of the Alexandra Hospital and Cancer Research UK.

Lifelines have continued to be supplied to vulnerable people within the Parish, together with contributions towards the cost of equipment, in order to enable people to remain in their own homes and remain mobile.

The weekly shopping bus has been continued as it has proved invaluable to some of our

residents who do not have personal transport. It is also seen as a welcome social service as some of the users would have little social interaction otherwise.

Parishioners of seventy years of age and over have continued to enjoy the annual distribution of cheques, regardless of need, and many letters, cards and emails have been received expressing appreciation.

We have continued to reassess our investment strategy, which continues to be encouraging.

The chairman thanked Roger Williams for his Report. He expressed his thanks to the Trustees for giving up a great deal of their personal time to make the Sambourne Trust as successful as it is.

#### **6. To receive a Report from Cllr Kerridge (WCC)**

***Cllr Kerridge was unable to attend the meeting but forwarded the following Report:***

The parish council has a good working relationship with Dylan White, our localities officer at WCC and together we have tackled flooding at the Studley end of Middletown.

We have scheduled work to repair drains to continue to tackle flooding on Middletown Lane, near the Green.

Work has been scheduled to repair drains to tackle flooding near Spinney Cottage, Oak Tree Lane. Work has also been scheduled to repair the road on Oak Tree Lane, after drains are fixed.

The pathway clearing and new bridges and gates installed in the parish council project are a good start towards better access to the countryside for all and I hope that work will continue in Sambourne and other parishes.

I have raised the matter of safety on Hangingswell corner at the end of Whitemoor Lane with Highways Safety, suggesting that an additional chevron sign earlier on the bend might prevent the frequent crashes into and destruction of the existing chevron signs. I had received no reply at the time of my departure.

#### **7. To receive a Report from Cllr Neil Edden (SDC Studley South)**

Cllr Edden reported that whilst planning, bins, social housing and licensing form most of his remit at SDC, there are also other things that have been worked on during the last 12 months, for example:

- £200k to upgrade CCTV in the County
- Unlocking of the climate change pot for funding green projects
- Put support into community safety schemes
- Made representations to central government around issues like winter fuel allowances
- Assisted Sambourne and Studley with the South Warwickshire Local Plan
- Put in place a new Parish Champion – Stuart Keighley

***Since the recent budget, the following funding has been agreed:***

- £30,000 for Women's Aid Domestic Violence
- £50,000 Trees for Parish Councils scheme
- £50,000 for a Business Conference, to stimulate the local economy, increase networking opportunities, showcase local talent, innovation and promote education and training for local businesses.
- £80,000 to fund a screening programme in partnership with the Graham Fulford Charitable Trust which focuses on prostate cancer awareness and early detection
- £100,000 to support Cycle Schemes aimed at promoting sustainable transportation
- £250,000 to fund various projects with the aim of enhancing and improving community facilities, services, and overall infrastructure
- £520,000 for the Climate Change Fund, ensuring the Council can continue its commitments to climate change for next year
- £600,000 to be used to directly target cost of living hardship through selected partners
- £2.5m for affordable and temporary housing to help reduce temporary accommodation costs.

Cllr Edden has passed on his thanks to outgoing Cllr Justin Kerridge for his time working with him and is very much looking forward to working alongside our new county Councillor, Luke Cooper.

**8. To receive a Report from Cllr Peter Hencher-Serafin (SDC Studley with Mappleborough Green)**

***Cllr Hencher-Serafin was unable to attend the meeting but forwarded the following Report:***

Most of Mr Hencher-Serafin's work is based in Studley. He has, however, had ongoing communication with Warwickshire County Council to try and get the speed limit from the top end of the Slough reduced from 50 mph to 40 mph. Unfortunately, to date this has not been successful.

**9. Other matters raised by an Elector of the Parish :** No written questions had been submitted.

The meeting closed at 6:55 pm

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