

Minutes of the Parish Council Meeting held on Tuesday 14th January 2025 at 7:00 pm.

Present

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

There were 11 parishioners present.

1. **Apologies:** Cllr Nick Moon, Cllr Justin Kerridge, Cllr Peter Hencher-Serafin

2. **Disclosures of interest:**

- Cllr Quinney stated that there had been speculation on a local Face Book page that he is involved in the area that has been talked about for future development in Studley. He made clear that he categorically has no interest or connection, historically or otherwise, in this land.
- Cllr Jackson also stated that, although her farm is adjacent to one of the fields, she has no interest in this land.
- Agenda Item 12: DOI from Cllr Jackson re Planning Application 24/0924/FUL

3. **To approve the minutes of the Parish Council Meeting held on 5th November 2024**

The minutes were agreed and signed by the chairman.

4. **Matters arising from the Minutes of the meeting held on 5th November:**

Purchase of defibrillator: It was reported that Cllr Clarke has sourced and installed a new defibrillator on the Green. This model is more compact and easier to use and maintain.

Report re contact with Planning Manager: Cllr Edden confirmed that this action was taken and a Report forwarded to Cllr Clarke.

Cost of installation of goal posts: Ongoing

Contact with landowners – Chairman: Contact with land owners and Heart of England completed

Report on Whitemoor Lane junction: Ongoing

Contact J R Gibbs re mowing contract: Completed

Contact John McTavish re contribution to upkeep of Coughton cemetery: Completed

Reserves Policy for website: Completed

Precept paperwork: Completed

5. Update on improved access to Footpaths Project

The chairman reported that the first stage has been completed. Vegetation has been cleared and 14 new gates have been installed. The Rambler's Association has financially supported the project and a local contractor has carried out the work.

The next stage is to look at improving the footpaths going up towards Astwood Bank, taking into account pinch points and ensuring the paths are clear all the way through.

The chairman expressed his thanks to Cllr Moon for organising the implementation of the first stage of the project.

Cllr Taaffe reminded parishioners that the routes of the footpaths concerned are on the parish council website on the link below:

www.sambourneparish.org.uk/community/sambourne-parish-council-19960/footpath-improved-access/

Grit bins: The chairman noted that the grit bins are currently half full. He will contact WCC to refill.

Action: Chairman

6. Proposed use of .gov.uk email addresses

Discussion has taken place concerning a move for the parish council to use .gov.uk email addresses. The following points were raised:

- All councillors and the clerk have a dedicated parish council gmail address for all parish business.
- The use of Gmail is free, whereas changing to a .gov.uk email would incur costs.
- As a small parish council, that does not handle a considerable amount of personal data, the chairman considered that it is not necessary to have a higher level of security and the change to .gov.uk email addresses would not be value for money.

There was unanimous agreement to retain the present gmail addresses of the councillors and the clerk.

7. Review of risk Assessment R1.1 Village Green:

The Risk Assessment of the Village Green was reviewed and the following action was noted: Cllr Taaffe reported that the base cowl of the flagpole is cracked and needs replacing. The pole requires cleaning. This is a job for the Spring and will require two people to drop the pole. A replacement cowl is inexpensive and there was unanimous agreement that a new one be ordered.

Action: Cllr Taaffe

8. Review of Insurance Provision for 2025-2026

The Parish Council is obliged to review its insurance provision on an annual basis to ensure it is fit for purpose.

- The insurance provider we use is Clear Councils, with whom we have a 3-year long term understanding, which is renewed annually.
- Clear Councils has the recommendation of NALC and the service offered is tailored to the work of parish councils. We are satisfied with their service, which we believe is fit for purpose.
- The clerk agreed to contact Clear Councils, prior to renewing, to ensure the provision of new goal posts for the recreation ground will not affect the cost.
- After discussion, it was agreed that the Policy be renewed for a further year, commencing on 1st June 2025.

Action: Clerk

9. Accounts

Budget Update – 14th January 2025: The budget update had been circulated to all councillors. The clerk reported that we are well within budget for this quarter and all expressed agreement.

Bank reconciliations for November/December 2024: The bank reconciliations were agreed and signed.

Bank balances as at 31st December 2025:

Current a/c:	24,697.42
Deposit a/c:	10,312.94

List of Financial Transactions from 15th November 2024 – 14th January 2025

PAYEE	DESCRIPTION	AMOUNT
Hugo Fox	Website – November	23.99
IJN Home and Gardens	Memorial Garden maintenance	20.00
British Legion	2 x poppy wreaths	50.00
British Gas	Electricity to Green	17.42
Leo Clarke	Footpath Project Funding	8,098.00
Unity Bank	Monthly service charge	6.00
Clerk	Zoom payment – November	15.59
Clerk	Salary/HMRC/Expenses – November	753.80
Hugo Fox	Website – December	23.99
JR Gibbs	Mowing and ground maintenance 2024-25	4055.70
Clerk	Norton Anti-virus protection annual fee	49.99
Cllr Clarke	Purchase of new defibrillator (CIL monies)	1048.80
PCC	Room Hire	105.00
British Gas	Electricity to Green	17.54
Clerk	Zoom payment – December	15.59

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Clerk	Salary/HMRC/Expenses – December	602.00
Unity Bank	Monthly service charge	6.00
Hugo Fox	Website – January	23.99

Renewal of subscription to CPRE: After discussion, it was unanimously agreed that it would be of benefit to the parish council to renew our annual subscription. It was further agreed that the membership be increased by a further £12 per year, as requested by CPRE. The total annual cost for 2025/26 will be £72.00

Action: Clerk

10. Planning

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

Ref No	Property	Details	SPC Comments	Decision
24/02760/COUQ	Littlewood Green Farm	Conversion of barn, rooflights and creation of new domestic curtilage	No objection	Withdrawn 09/12/2024
24/02684/LBC	Warren Farmhouse, Sambourne Lane	Single storey extension to rear and side. 2 new windows, rendering, landscaping, change to driveway		
24/0924/FUL	The Dairy, Middletown Lane	Insertion of first floor window (retrospective)	DOI: Cllr Caroline Jackson No objection	Permission granted 7 th January 2025
24/02686/VARY	Warren Farm	Variation of condition 2 of 21/02377/FUL		
24/02960/FUL	Glen Lynn, Middletown Lane	Proposed single and 2 storey extension		
24/02752/FUL	Land off Sernal Lane, Allely's (Retrospective)	Change of use. Installation of hardstanding/operational development.		
24/03147/FUL	Woodmans Cottage, The Slough	Installation of dropped kerb to existing gated access and change of use to residential garden		

11. Correspondence

Correspondence 5 th November 2024 – 14 th January 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
1	1	60	51	11
Total: 124				

12. Public Participation

Charles Farran asked if there were plans to remove the willow boughs that have been cut down in Middletown. The chairman replied they will be cut up and removed by Leo Clarke. **Gail Smith** reported that the bin in Middletown is unstable and needs some attention and the chairman assured her this would be rectified.

South Warwickshire Local Plan (SWLP)

In 2023 Warwick and Stratford Districts produced a joint South Warwickshire Plan, which involved a call for sites across both districts for possible areas for future development. The SWLP Preferred Options Consultation is now live and will run until Friday 7th March 2025. Residents, businesses and other stakeholders are invited to have their say, the link to the website is:

<https://www.southwarwickshire.org.uk/swlp/preferred-options.cfm>

The West of Studley Group (SG22) is one of the Emerging Spatial Growth Options. This Part 1 of the SWLP sets out the overall strategy for the Plan, which includes scale, design, housing, employment, infrastructure, community facilities, conservation, and measures to address climate change.

The chairman invited Cllr Neil Edden to give some background to this Consultation

- Although there are no details yet, the proposed development (SG22 on the interactive map) is quite large. These sites are open to consultation.
- The approach outlined in the Report is that the more urbanised areas will be used first, with the green belt areas being used up last. This evidence will be based on the outcome of the Stage 2 Green Belt review.
- The proposed development is aimed at meeting the housing target by 2050.
- The Plan does include infrastructure for the areas being suggested, including schools, roads, medical practices etc. Please refer to the link above for more details.
- Cllr Edden advised that the best way forward was to work with Studley Parish Council on a combined response. The chairman agreed and reiterated that the most

important task ahead is the response to the consultation and not to spend time on speculation.

David MacMullen asked to give some context to the Local Plan Consultation process:

- Firstly, preparing a new Local Plan is a very long process and the various stages can take 6 to 7 years, so this is at an early stage.
- All comments concerning the sites are collected. The more comments that are received and the more negative they are the better it is (if the intention is to object). The responses should give a detailed reason for the unsuitability of the site, for instance visual impact or the lack of a physical boundary to limit future extension.
- Once all the comments have been received and processed, Part 2 of the South Warwickshire Draft Plan will be produced. The draft will be subject to further consultation, amendment, and a final examination in a public forum by the Planning Inspectorate before it can be adopted.
- All planning authorities are required to consult and co-operate with their neighbouring authorities.
- The SWLP will review those villages which are 'washed over' by Green Belt designation and will consider whether there is justification for removing the built-up area of the village from the Green Belt designation.

There was discussion concerning the strengths and weaknesses of the Plan. It was agreed that any prospective sites will have to be investigated fully and data collected concerning matters including infrastructure, power supplies, transport links, re-routing strategies, increased traffic in the area, future sustainability, employment, conservation and flood risk.

The parish council is also asked to give a response concerning the 'washed over' Green Belt designation and the 'insetting' of an area of the village. This will be another item for discussion whilst considering the response.

It was agreed that, once our response is finalised, a public meeting will be held on a Saturday in the parish room. This will give parishioners an opportunity to hear our response and to agree with the findings. Having heard the key points, parishioners will be urged to submit their own responses via the link given above. It is important that as many individual responses as possible, supporting these key points, are submitted.

Responses must be submitted by Friday 7th March 2025. It is anticipated that the public meeting will be held on the morning of Saturday 22nd February 2025. The date and time will be confirmed and publicised.

The chairman stated that it was important to work with Studley Parish Council and share their resources. A working group will be set up and David MacMullen and Charles Farran were asked to be part of the group. Both parties gave their agreement.

Action: Councillors, Clerk

13. Chairman's Business

The joint public meeting held on Saturday 11th January was well attended and positive. Those who attended said they appreciated the chance to meet members of the Parish Council, the Sambourne Trust and the Village Association and to learn more about the organisations. One of the discussions centred around communication. Most people were happy to use the parish council website for information, but it was appreciated that there are other parishioners who do not use the internet. The chairman has spoken to Cllr Kerridge about alternative ways of communicating and this will be an ongoing project.

Action: Chairman, Cllr Kerridge

An email had been received concerning litter in the village. Although Sambourne has an adequate number of litter bins, there are areas where litter gathers. It was agreed that a village litter pick would be organised for the Spring. The clerk will contact SDC Streetscene to enquire about litter picking equipment. A date for the litter pick will be arranged at the March meeting.

Action: Clerk

A parishioner had reported a broken stile in Middletown. Cllr Jackson has looked at the stile and confirmed that her husband would repair it in the next few days.

Action: Cllr Jackson

14. Dates of Next Meetings:

Tuesday 11th March 2025 at 19:00

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

**Tuesday 13th May 2025 at 6:30 pm
Tuesday 13th May 2025 at 7:00 pm
Tuesday 16th May 2025 at 7:30 pm**

The meeting closed at 20:10

Review of Actions from the meeting:

Minute	Name(s)	Action
4	Cllr Moon	Cost of installation of goal posts - ongoing
4	Cllr Kerridge	Report on Whitemor Lane junction – ongoing
5	Chairman	Contact WCC re refilling grit bins
7	Cllr Taaffe	Purchase of cowl for flagpole
8	Clerk	Renewal of insurance
9	Clerk	Renewal of CPRE sub
12	All councillors, Clerk	SWLP response
13	Chairman, Cllr Kerridge	Parish communication
13	Clerk	Clerk – Agenda and equipment
13	Cllr Jackson	Broken stile Middletown

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