

Minutes of the Parish Council Meeting held on Tuesday 9th July 2024 at 7:00 pm.

Present

Cllr Peter Taaffe	Vice-Chairman
Cllr Rob Clarke	
Cllr Nick Moon	
Cllr Caroline Jackson	
Teresa Murphy	Clerk

There were 5 parishioners present.

Cllr Taaffe opened the meeting. He will be chairing the meeting as Cllr Quinney has unfortunately contracted Covid and is feeling very unwell.

Cllr Taaffe introduced Caroline Jackson as a new councillor. This was an appointment made following the co-option process and the Parish Council are delighted to welcome her.

1. **Apologies:** Received from Cllr Adam Quinney, Cllr Justin Kerridge, Cllr Peter Hencher-Serafin and Cllr Neil Edden
2. **Disclosures of interest:** Agenda Item 12: DOI from Cllr Quinney and Cllr Clarke re Planning Application 24/01062/FUL - Oak Tree Cottage.

3. To approve the minutes of the Parish Council Meeting held on 7th May 2024

The minutes were approved, with one amendment, and signed by the Chairman.

The amendment referred to Agenda Item 14 – Chairman’s business. The first bullet point concerning Manuella Perteghella should have read:

‘Manuela was appointed in **May 2023** as a Parish Champion’.

4. Matters arising from the Minutes of the meeting held on 7th May 2024:

- I. **Dark Skies Policy:** It was agreed that this Policy would be incorporated into the updated Parish Plan.
- II. **CSW data on website:** Cllr Taaffe confirmed this had been actioned
- III. **Footpaths Plan:** Cllr Moon confirmed that this had been completed and he looked forward to the progression of the Project.
- IV. **Action re Risk Assessments RA7.1/RA10.1:** Cllrs Taaffe and Clarke confirmed that the recommended actions have been taken. Cllr Taaffe has spoken to WCC about the road markings. He now has to send a detailed report, with photographic evidence, to WCC.

- V. **Recommendations on Audit Report:** Taken under Item 11 – Accounts
- VI. **Purchase of gift voucher:** Cllr Taaffe purchased a gift voucher as a donation to the parishioner who replaced the wheel in Middletown. This was gratefully received and plants for the trough have already been purchased and planted.
- VII. **Map of Middletown cul-de-sac from Charles Farran:** The map has been received and thanks were expressed to Charles.
- VIII. **Slabs by the grit bin in Brickyard Lane:** This action has been completed.

5. Damage to the Village Green

During May it appears that a heavy vehicle lost control and drove across the Green, damaging the sign and leaving very deep ruts in the grass. Cllr Taaffe was contacted by Cllr Kerridge the following day, offering the services of a local contractor to make good the damage – at no cost to the parish council. Thanks go to JB Services of Studley for filling in the deep ruts and overseeding. The damaged sign is hopefully being repaired by a resident who has an engineering business. There will be a further report at the next meeting.

Action: Cllr Taaffe

6. Drains in Middletown cul-de-sac

Cllr Taaffe thanked Charles Farran for providing a map of all the drains in Middletown cul-de-sac. Up until now, the drains have not been cleared on an annual or bi annual basis. The map has been forwarded to SDC, who have acknowledged receipt and confirmed that action will be taken at their next visit.

7. Great Alne Flood Actions Meeting

Cllr Taaffe reported that he joined the Great Alne Flood Action Group (FLAG) zoom meeting on 24th June 2024. There were several local councillors in attendance.

The meeting commenced with a power point presentation and the lead councillor of FLAG opened with the shocking news that last winter, to the great concern of residents, Great Alne was completely cut off four times.

A parish councillor was given responsibility to lead FLAG. The Parish newsletter was used to attract volunteers; the response was overwhelming and two lead volunteers were appointed. A FLAG meeting was subsequently held.

The main issues were caused by blocked drains, there are 119 drains in Great Alne. Pipes were blocked, ditches not cleared and the runoff from the fields exacerbated the problem. Each drain was given a what3words reference.

Twelve volunteers called 'Drain Guardians' were given approximately 10 drains each to monitor. Red, Amber, Green (RAG) status was given to each drain every month. Red status

drains are reported to WCC. FLAG then produced a detailed map showing each drain location and each drain is regularly updated for its RAG status.

The achievements FLAG has made to date are impressive.

It is recognised that Sambourne & Middletown has its own issues, with flooding in Oak Tree Lane, Middletown Lane (close to The Green), Wike Lane close to the gateways and at the entrance to Middletown in Middletown Lane.

Should any resident be concerned about drainage problems in their area, or if any resident is willing to volunteer, should we need to take action to monitor the situation in the future, please contact the clerk clerk.sambournepc@aol.com or call the chairman on the number shown on the parish website in the 'councillors' tab. A QR code is shown on the last page of the minutes to open the website: <https://www.sambourneparish.org.uk>

8. Maintenance of the War Memorial

Cllr Taaffe has spoken to the contractor who repaired and cleaned the war memorial last year and requested a quote for ongoing cleaning. The quote came back at approximately £1,000.

The current budget for the war memorial has £400 in reserve. It was proposed that a further £600 be allocated to the budget for 2025/26, in order to allow this work to be carried out in 2025.

- Cllr Taaffe proposed the motion
- Seconded by Cllr Moon

There was unanimous agreement to the amount of a further £600 to be allocated for the cleaning of the memorial in 2025/2026.

Cllr Jackson asked if this would be an annual clean. Cllr Taaffe replied that cleaning would be required approximately every two years.

Action: Clerk

9. Review of Electricity Contract

The parish council's contract with BG Lite terminates on 7th December 2024. Correspondence has been received from BG Lite offering a quote for a new fixed term contract. As the quote was considerably higher, with the standing charge per day doubled, it was agreed that Cllr Clarke would monitor the readings and the renewal of the contract would be discussed further in September.

Action: Cllr Clarke, Clerk

10. Review of Emergency Plan

The Emergency Plan has been reviewed and updated. It was agreed by all councillors and was signed by Cllr Taaffe. It will now be uploaded to the website.

Action: Cllr Taaffe, Clerk

11. Accounts

Budget Update – 9th July 2024: The budget update had been circulated to councillors and all were in agreement.

Bank reconciliations for May/June 2024: The bank reconciliations were agreed and signed by Cllr Moon

Bank balances as at 30th June 2024:

Current account: 25,580.66
Deposit account: 18,995.88

List of Financial Transactions from 7th May – 9th July 2024

PAYEE	DESCRIPTION	AMOUNT
Hugo Fox	Website - April	23.99
Cllr Taaffe	Expenses - Cartwheel	75.00
BG Lite	Electricity on the Green	14.55
Clerk	Salary/HMRC/Expenses – May	628.95
Clerk	Zoom payment – May	15.59
Hugo Fox	Website - May	23.99
IJN Home & Garden	Memorial Garden maintenance	20.00
BG Lite	Electricity on the Green	13.68
Unity Bank	Service Charge	18.00
Clerk	Salary/HMRC/Expenses - June	829.16
Clerk	Zoom payment – June	15.59
Namesco	Domain name for website	23.99
Hugo Fox	Website - June	23.99

Cllr Taaffe requested a further expense to be considered. The clerk's laptop is 7 year's old and is becoming unreliable. It is also not compliant with the update to Windows 11.

- Cllr Taaffe proposed that the Clerk purchase a new laptop
- There was unanimous agreement and Cllr Clarke offered to help with the search for a suitable replacement.

Action: Cllr Clarke, Clerk

Recommendations from Internal Audit Report

- 1) **A Grant Awarding Policy** has been drawn up and adopted outlining the criteria for grant applications. The policy was signed by Cllr Taaffe and will be uploaded to the website.
- 2) **Minute references run consecutively across the year.** The parish council had looked at this point, reviewed the recommendation and challenged it. It was agreed to continue with the system already in use.
- 3) **Email addresses comply with new JAPG requirements.** This recommendation was discussed and challenged. There was unanimous agreement that the dedicated parish council emails currently used by councillors were compliant and cost effective for a small parish council.

Action: Cllr Taaffe, Clerk

12. Planning

Three planning applications had been received and discussed since the last meeting.

Ref No	Property	Details	SPC Comments	Decision
24/01062/FUL	Oak Tree Cottage, Oak Tree Lane	Single storey rear extension	Support DOI – Cllr Quinney, Cllr Clarke	Pending
24/00971/FUL	2 Kiln Close, Studley	Single storey rear, side and attic extension,	No objection	Pending
24/01342/FUL	Tudor House, Middletown Lane	Infill of single storey side and rear extension approved under 23/02744/HHPA	No objection	Pending

13. Correspondence

Correspondence 7th May – 9th July 2024				
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
12	1	48	29	9
Total: 99				

Cllr Taaffe clarified the first two columns of the grid. The parish council had received a Subject Access Request from a member of the parish. This is a very demanding task, which falls on the whole council. The clerk's time spent on completing the SAR amounted to 12.5 hours, the cost of which is put on the parish. The councillors also spent an equal amount of their voluntary time, if not more, on the compilation of the document.

14. Public Participation

There had been no items received for public participation and Cllr Taaffe welcomed any relevant comments from the floor.

Charles Farran raised a comment concerning a damaged drain cover close to the right of way passage near to the Jubilee. Cllr Taaffe asked Charles to forward him details and a photograph, he will then report it to SDC via Fix my Street.

15. Chairman's Business

The chairman had requested that a point concerning the public footpaths was made. The parish council is aware that many of the footpaths need clearing of grass growing and ground vegetation. The chairman has approached a local contractor for costings and once we have established which pathways need clearing, work will commence. The first project will be the pathway behind Sambourne Hall Farm.

If any parishioner would like to report blocked footpaths please contact the clerk with the details.

16. Dates of Next Meetings

Tuesday 10th September 2024 at 7:00 pm

Tuesday 5th November 2024 at 7:00 pm

Review of Actions from the meeting:

Minute	Name(s)	Action
4(iv)	Cllr Taaffe	Report to WCC re road markings
5	Cllr Taaffe	Further report re damage to sign on the Green
8	Clerk	Budget allocation – 2025/2026
9	Cllr Clarke, Clerk	Review of electricity contract in September
10	Cllr Taaffe, Clerk	Emergency Plan – upload to website
11	Cllr Clarke, Clerk	Purchase of new laptop
11	Cllr Taaffe, Clerk	Upload Grant Awarding Policy to website
14	Charles Farran, Cllr Taaffe	Damaged drain cover – Fix my Street
15	Cllr Quinney	Clearing of public footpaths

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