

Minutes of the Ordinary Meeting of Sambourne Parish Council

held in the Parish Room at Sambourne Mission Church on Tuesday 14th July at 7.00pm

Present: Councillor and Vice-Chair Mike Bailey (MB), Councillor and Chair Adam Quinney (AQ), Councillor Alison Wheway (AW)
Apologies: Councillor Caroline Jackson (CJ), Councillor Rob Clarke (RC)
Parish Clerk: Duncan Mathison (DM)
Local Councillors: None
Public: Three members of the public attended

Note abbreviations generally used: South Warwickshire Local Plan (SWLP), Stratford District Council (SDC), Warwickshire County Council (WCC), Parish Council (PC)

1. Welcome and Apologies

The Chair opened the meeting and apologies from CJ and RC were accepted. Councillors Peter Hencher-Serafin and Neil Edden had also advised that they would not be able to attend.

2. Declarations of Interest

All councillors to declare interests relevant to items on this agenda.

AQ declared an interest having a share of overage in the Non-Strategic Employment Area (old car boot field).

3. Confirmation of Minutes

To confirm minutes of the Extraordinary Meeting held on 14th June 2026.

Agreed unanimously to be a true record and a copy was signed by the Chair.

4. Previous Action Points in Progress

4.1 Safety at Hangingswell Corner

AQ update – ongoing.

4.2 Noticeboard at Brickyard Lane

AQ update – progressing with WCC Highways.

4.3 Vehicle Activated Signs

AQ update – ongoing.

5. Councillors' and Clerk's Reports

MB – confirmed that risk assessment for pavements (RA 9.1) had been completed.

AQ – spoke about the recent field fire. He is looking to organize local farmers and Heart of England Forest for training on dealing safely with these events.

6. Updates from County and District Councillors

None

7. South Warwickshire Local Plan

Update from the Chair.

AQ noted that consultation is now live and runs until Tuesday 8th September 2026. Details on our website.

8. Footpath Issues and Maintenance

Update from the Chair and agree any actions or costs.

AQ has been in touch with local landowners regarding the need to keep rights of way clear.

9. Public Forum

The purpose of this forum is for members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Maximum time 3 minutes per speaker and 15 minutes in total.

No questions or representations.

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10. Planning Matters

To agree responses to the following. Full details to be sent in advance of the meeting.

Reference	Property	Notes	Response Deadline
26/01291/VLBC	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02738/LBC.	15/07/26
26/01292/VARY	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02377/FUL.	15/07/26
26/01618/COUQ	Eastern Hill Farm B96 6DZ	Proposed change of use.	21/07/26
26/01534/LBC	Blicks, The Barn B80 7BQ	Repairs to gable.	28/07/26

It was agreed to submit a response of “no representation” for all four applications. DM will action.

11. Financial Matters

11.1 Review Transactions Report FY2026-27 (published on website) as at 13.07.26.

11.2 Review Bank Account Summary FY2026-27 (published on website) as at 13.07.26.

11.3 Review Budget Report FY2026-27 (published on website) as at 13.07.26

11.4 Approve future payments as show in table below. Additional items may be added before or during the meeting and will be shown in the minutes.

Payee	Description	Amount	Notes
Duncan Mathison / HMRC	Clerk's usual monthly gross salary for remainder of FY2026/27.	£466.80	30 hours @ £15.56. Includes PAYE element to HMRC.
HMRC	Usual Employer NI per month for remainder of FY2026/27.	£7.47	15% of salary above £417 in month.
Duncan Mathison	Clerk's expenses per month for remainder of FY2026/27.	Up to £40.40	£26.00 homeworking allowance every month and 32 miles @£0.45 usually every two months.
names.co.uk	Annual domain renewal sambourneparish.org.uk.	£27.59	Includes recoverable VAT of £4.60. Plan is to retain this domain until next renewal as moved to .gov.uk domain only in late May 26.
JRG Garden Maintenance	Grass cutting for remainder of calendar year 2026.	£3,256	Agreed contract price of £4,884 less £1,628 already paid. Expected to be billed in two parts.
eDF	Electricity for remainder of FY2026/27.	Up to £234.41	Budgeted figure of £300.00 less £65.69 already paid. Paid by direct debit. Includes recoverable VAT at 5%.
Hugo Fox	Website service monthly cost for remainder of FY2026/27.	£23.99	Includes recoverable VAT of £4.00. Paid by direct debit.

All three reports were reviewed and no comments or questions raised. All payments in the above table were approved.

12. Website

Review proposal from the Clerk (to be emailed in advance of meeting) to move website from Hugo Fox to Parish Online. To reject or to agree and approve costs.

It was agreed to carry this over to the next meeting to allow time for all councillors to review thoroughly.

13. Neighbourhood Plan

Agree process and timescale to review and update.

It was agreed to carry this over to the next meeting. All councillors are requested to review the existing plan in preparation for that discussion. DM to contact Neil Edden for details regarding support available for parish councils.

14. Assigned Funds Review

Review assignment of funds in savings account between Reserves, CIL, Earmarked and Available. To discuss proposal from the Clerk (to be emailed in advance of meeting) and amend and agree as appropriate.

The current assignment (shown in the Bank Account Summary on the website) was approved pending a re-budgeting exercise by DM to be reviewed at the next meeting.

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15. Banking Update

To approve adding payment set up access for Mike Bailey and Rob Clarke. To sign forms as necessary.

Approved. Form(s) to be signed at a later date. It was also agreed to order a chequebook to have as a backup.

16. Next Meeting

Tuesday 8th September 2026. 7.00pm in the Parish Rooms.

AQ and MB would be unable to attend on this date so it was agreed that DM would try and find a date suitable for all councillors.

17. Close

The Chair closed the meeting at 8.04 pm.

DRAFT