

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

Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> May 2025 at 7:30 pm.

**Present**

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chairman
Cllr Rob Clarke	
Cllr Caroline Jackson	
Cllr Neil Edden	Studley (South)
Cllr Luke Cooper	WCC
Teresa Murphy	Clerk

There were 7 parishioners present.

1. **Apologies:** Cllr Justin Kerridge, Cllr Peter Hencher-Serafin
2. **Disclosures of interest:** None
3. **To approve the minutes of the Parish Council Meeting held on 11<sup>th</sup> March 2025**

The minutes were agreed and signed by the chairman.

**4. Matters arising from the Minutes of the meeting held on 11<sup>th</sup> March 2025:**

**Whitemoor Lane junction:** Cllr Kerridge had raised the matter of safety on Hangingswell corner at the end of Whitemoor Lane with Highways Safety. He suggested that an additional chevron sign earlier on the bend might prevent the frequent crashes into the existing chevrons. No reply had been received at the time of his departure as County Councillor. Cllr Luke Cooper agreed to take this forward.

**Action:** Cllr Luke Cooper

**Grit bin – Capilano corner:** the chairman has again contacted WCC concerning the grit bin. To date it still has not been filled. Mike Bailey agreed to report to the chairman when it had been filled and if necessary WCC will be reminded.

**Action:** Chairman

**Purchase of cowl for flagpole and clean:** Cllr Taaffe has purchased the cowl for the flagpole. A date will be arranged to lower the flagpole for cleaning and to install the cowl.

**Action:** Cllr Taaffe

**Gift for DM/KM. Submission/covering email:** The gifts have been purchased and will be delivered this week. It was confirmed that the Final Submission to the SWLP Consultation, together with a covering email, was forwarded on 6<sup>th</sup> March 2025.

***Further enquiries re noticeboard. Parish communication and arrangement of meeting:***

The parish council is considering installing a notice board in the North of the parish, to accommodate parishioners living in that area. It had been proposed that a suitable position would be in the Brickyard Lane area, as we already have a grit bin in Johns Close. The ownership of the land needs to be clarified and whether planning permission would be required. The chairman asked Cllr Cooper if he would make the relevant enquiries on behalf of the parish council. Cllr Cooper agreed and the chairman will forward him a What3Words to give a precise location.

**Action:** Cllr Cooper, Chairman

***WCC Highways marking schedule:*** Cllr Taaffe confirmed that the marking schedule would be available this month. The 30 mph roundels in Sambourne will be a priority for repainting.

***Community litter pick:*** As reported in the minutes of the Annual Parish Assembly, a village litter pick was held in March this year. This proved very successful and it is planned to organise another date for next Spring. It was agreed that the parish council should liaise with Biffa beforehand to find out when they carry out their litter pick, so the dates do not coincide.

***Harassment Awareness Training:*** Cllr Jackson attended a WALC training course on 26<sup>th</sup> March 2025. The parish council has a Dignity at Work Policy and it was agreed to review this policy and make any necessary amendments.

**Action:** Cllr Jackson, Clerk

***Drains in Middletown cul de sac:*** Cllr Taaffe has contacted WCC to ask what records of drains they have for that area. There were only 3 drains noted on the WCC schedule to be cleared, whereas there are 8 drains on site. The remaining 5 drains need urgent attention and Cllr Taaffe agreed to contact WCC again. Cllr Cooper will take an interest in this and Cllr Taaffe agreed to copy him into his correspondence with Dylan White.

The chairman reported that he has spoken to an official at WCC who has a digital map of the beginnings of drains in the county. He has requested a pdf printout of all the drains in Sambourne

**Action:** Cllr Taaffe, Cllr Cooper, Chairman

## **5. Financial and Management Risk Assessment**

The Risk Assessment has been reviewed and updated. The amendments were agreed and the document was approved.

### **6. Risk Assessment RA6.1 Recreation Ground**

Cllr Clarke had updated this Risk Assessment. There is a latch missing from the small pedestrian gate which requires repairing with a new lockable spring bolt.

**Action:** Cllr Clarke

## **7. Revision to Risk Assessment RA11.0 IT and Data Management**

The clerk has revised the Risk Assessment taking into account the fact that Google Drive is now installed on the parish council laptop, which protects against loss of data through corruption/hardware failure etc. The Assessment was discussed and agreed.

## **8. Update to Keyholder Information**

All councillors have a set of keys and the Key holder list was signed by the chairman.

- Cllr Clarke will keep the spare set of keys until another councillor is appointed.
- Cllr Taafe will arrange for 2 more keys for the flagpole to be cut for the chairman and Cllr Clarke.

Action: Cllr Taafe, Cllr Clarke

## **9. Accounts**

**Budget update 13/05/2025:** The budget update had been circulated and agreed by all councillors.

**Bank reconciliations for March/April 2025:** The bank reconciliations were agreed and signed.

**Bank balances as at 30<sup>th</sup> April 2025:**

Current a/c balance: 31,587.90

Deposit a/c balance: 10,377.87

### **List of Financial Transactions 11/03/2025 – 13/05/2025**

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EDF	Electricity to the Green	20.13
Clerk	Zoom payment – March	15.59
Clerk	Salary/HMRC/Expenses – March	687.75
Unity Bank	Service charge – March	6.00
Hugo Fox	Website Fee - March	23.99
WALC	CPD – CJ	42.00
SLCC	Subscription 2026/26	110.00
WALC	Subscription 2025/26	334.60
EDF	Electricity to the Green	21.90
Clerk	Zoom payment – April	15.59
Clerk	Salary/HMRC/Expenses – April	647.06
Clear Insurance	Premium 2025-26	772.58
Unity Bank	Service charge – April	6.00
Hugo Fox	Website Fee – April	23.99
Cllr Taafe	Expenses – VE Day Flag, hinged base for flagpole	177.96
E Choudry	Internal Audit 2024-5	230.00
IJN Home and Gardens	Maintenance of memorial garden	20.00
Coughton PCC	Donation towards upkeep of cemetery	200.00

## 10. Planning

Two planning applications had been received and discussed since the last meeting. The third application, for The Twistle, was received on 13<sup>th</sup> May 2025 and has yet to be discussed.

Ref No	Property	Details	SPC Comments	Decision
25/00715/FUL	20 Kiln Close, Studley	Single storey rear extension and internal alterations	4 x support	Permission granted. 06/05/2025
25/00755/VARY	Cedar Pines, Oak Tree Lane	Variation of condition 2	4 x No objection	Variation permitted 07/05/2025
25/00971/FUL	The Twistle, Perry Mill Lane	Ground floor rear extension and front porch conversion Including external house material modifications		

## 11. Correspondence

Correspondence 11 <sup>th</sup> March 2025 – 13 <sup>th</sup> May 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	0	57	45	12
<b>Total: 115</b>				

## 12. Public Participation

There had been no written requests for public participation but the chairman invited any questions from those present.

- A question was raised about the possibility of inviting a representative from Heart of England Forest to address the parish council. The chairman said that this was on hold at present but it was his plan to invite HOE to a parish council meeting in the Autumn.
- A further question was asked about the land that runs behind Oak Tree Lane towards Sambourne Park and up to Astwood Bank. The chairman reported that Heart of England were considering putting in public permissive footpaths from Astwood Bank

to join up with the present footpaths. This is a 10-year project and there are many issues to be resolved. Detailed research is being undertaken by the expert team at HOE concerning tree planting and use of the land.

The chairman reported that he had been asked when the results of the SWLP Consultation would be available. It is understood that an initial response should be available in the Autumn.

**Action:** Chairman

### **13. Chairman's Business**

The chairman commented that there had been various postings on FaceBook pages about parish councillors and the parish council being involved in a FaceBook group. He would like to categorically state that none of the parish councillors have ever commented, posted, liked or been admin on that group.

The chairman welcomed Luke Cooper to his new role as Warwickshire County Councillor and said that the parish council look forward to working with him.

### **14. Dates of next meetings:**

Tuesday 15<sup>th</sup> July 2025 at 7:00 pm

Tuesday 16<sup>th</sup> September 2025 at 7:00 pm

The meeting closed at 20:03

### **Review of Actions from the meeting:**

<b>Minute</b>	<b>Name(s)</b>	<b>Action</b>
4	Cllr Cooper	Safety on Hangingswell Corner
4	Chairman	Grit bin at Capilano corner
4	Cllr Taaffe	Installation of cowl and cleaning of flagpole
4	Chairman, Cllr Cooper	Location of notice board
4	Cllr Jackson, Clerk	Harassment Awareness Policy
4	Cllrs Taaffe, Cooper, Chairman	Drains in Middletown
6	Cllr Clarke	RA6.2. Repair to latch - recreation ground
8	Cllr Taaffe, Cllr Clarke	Keys for flagpole, retention of keys
12	Chairman	Invitation to HOE in Autumn

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