

Minutes of the Parish Council Meeting held on Tuesday 10th September 2024 at 7:00 pm.

Present

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

There were 5 parishioners present.

1. **Apologies:** Received from Cllr Nick Moon, Cllr Justin Kerridge, Cllr Peter Hencher-Serafin
2. **Disclosures of interest:** None
3. **To approve the minutes of the Parish Council Meeting held on 9th July 2024**

The minutes were approved and signed by the Chairman.

4. **Matters arising from the Minutes of the meeting held on 9th July 2024:**

Report to WCC re road markings: Cllr Taaffe had contacted County Highways, sending 31 photos detailing all white road markings in Sambourne and Middletown. It was confirmed by WCC that lining surveys for these roads have been requested. However, the lining programme has finished for the year and will commence again around May 2025, once all grit/salt residue from the winter season has dispersed. Cllr Taaffe will send a copy of his document to the Clerk. There will be an Agenda item for the March 2025 meeting of the parish council to remind Highways of the work and to add any additional white road markings.

Charles Farran requested the following to be added to Highways work schedule:

- Lay-by in Middletown Lane and Whitemoor Lane – no dotted lines
- Drain damage in Middletown Lane by the dragon's teeth

The chairman noted that the Oak Tree Lane sign on Sambourne Lane is damaged and should also be reported.

Action: Cllr Taaffe, Clerk

Further report re damage to the Green: Cllr Taaffe has spoken to the fabricator, who has confirmed the new sign should be completed this coming week.

Budget allocation 2025/2026: The clerk confirmed that the proposed allocation has been noted and will be included in next year's budget.

Review of electricity contract: Taken under Agenda item 7

Upload Emergency Plan to website: Action confirmed.

Purchase of new laptop for clerk: Discussions are underway and the laptop will be purchased this month.

Upload Grant Awarding Policy: Action confirmed

Damaged drain cover: Cllr Taaffe reported that the damage to the drain cover opposite the Jubilee has not been completed.

Clearing of public footpaths: Taken under Agenda Item 6.

5. Review of Parish Plan

The review of the parish plan has been discussed. It has been agreed that Cllr Clarke would modulate the Plan in order to focus on one area at a time, rather than to take the document as a whole. The chairman would like volunteers from the parish to seek the views of parishioners on these subject areas. When the Plan is completed, it will go to the whole parish for consultation, before it is signed off. The original Parish Plan is a good document and many areas still stand the test of time. However, other areas such as environmental issues and planning have changed and should be prioritised.

Action: All councillors

6. Update on Improved Access to Footpaths Project

There are two areas under discussion at present:

1. *Clearing of the footpaths.*

- 1) Footpath that runs behind the church to Astwood Bank via Sambourne Park.
 - 2) Footpath from the Village Green through Sambourne Hall Farm and towards Coughton.
- The chairman has spoken to the landowner of footpath (1) (Bobby Collins) and he has agreed to cut the path back and tidy it up with a hedge cutter, leaving a small portion to be cut by hand. He has also replaced a bridge across a ditch on his land, which gives much improved access.
 - A local contractor has given the parish council a quote to cut the remainder of footpath (1) and to clear the whole of footpath (2).
 - When footpath (2) is cleared, it was agreed that future works required would be reviewed, once Bobby Collins has completed ongoing works on his land.

2. *Issues regarding other footpaths:*

- The parish council has had complaints about the footpaths that run between Studley and Sambourne Hall Farm, regarding crops in the fields. The chairman has contacted the landowner twice, giving a detailed map of the area. It is hoped that this will be dealt with soon and the footpaths reinstated.
- A parishioner reported that the footpath from the end of Middletown towards Spennall is blocked (path 260/AL119t/1).

The chairman made the following proposal:

- To accept the contractor's quote and proceed with the clearance of footpath (2)
- To undertake work to clear the paths in the recreation ground. To include clearing the overgrown vegetation at the rear of gardens bordering the recreation ground.
Cost £400

This proposal was seconded by Cllr Taaffe and there was unanimous agreement to proceed.

Action: Chairman, Cllr Moon

7. Electricity Contract

The contract with BG Lite terminates on 7th December 2024. As there was going to be a significant rise in costs to remain with BG Lite, it had been agreed that Cllr Clarke would obtain three quotes for an alternative supplier. After discussion it was agreed that the quote from EDF was the most favourable, with the lowest standing charge.

There was unanimous agreement to proceed with a 3-year fixed contract with EDF.

Action: Cllr Clarke, Clerk

8. Risk Register

The Auditor had recommended that the parish council should have in place a Risk Assessment associated with IT and data management, to ensure the council can gain access to the electronic data and information held, should the clerk become unavailable. Cllr Clarke had prepared a detailed Risk Assessment, covering these points. After discussion the Risk Assessment was agreed and will be added to our Risk Register.

Action: Clerk

9. Review of Risk Assessment RA7.0 – Cast Iron Finger Posts

- 1) This Risk Assessment had been approved at the meeting on 9th July 2024. It was reported that the finger post in Perry Mill Lane has been tidied up and repainted.
- 2) In addition, Risk Assessment RA8.2 Notice Boards was reviewed and updated.

10. Accounts

Budget Update – 10th September 2024: The budget update had been circulated to councillors and all were in agreement.

Bank reconciliations July/August 2024: The bank reconciliations were agreed and signed

Bank balances as at 31st August 2024:

Current a/c: 25,115.81

Deposit a/c: 19,126.12

List of Financial Transactions from 9th July – 10th September 2024

| PAYEE | DESCRIPTION | AMOUNT |
|-------------------|--------------------------|--------|
| PCC | Room Hire | 105.00 |
| BG Lite | Electricity on the Green | 13.49 |
| IJN Home & Garden | Work on Memorial Garden | 20.00 |
| Cllr Taaffe | CSW expenses | 5.00 |
| Clerk | Salary/HMRC/Expenses | 608.55 |
| Clerk | Zoom payment – July | 15.59 |
| Hugo Fox | Website Fee - August | 23.99 |
| Clerk | Salary/HMRC/Expenses | 583.40 |

External Auditor Report 2023/24: The External Audit has now been concluded. The Certificate and Conclusion of Audit Notice will be uploaded to the website.

Action: Clerk

Unity Bank Mandate: Cllrs Quinney and Clarke signed the Account Management Submission Form, which will now be uploaded to the Unity Bank website. This amendment is to enable Cllr Caroline Jackson to access the parish council accounts.

Action: Clerk

CIL Monitoring Report: The clerk reported that the CIL Monitoring Form for 1st April 2023 – 31st March 2024 has been submitted and approved.

There was a discussion about the future use of CIL funding. It was agreed the parish council would identify uses that would benefit the community, including renewal of the current defibrillator.

Action: Cllr Clarke

11. Planning

| Ref No | Property | Details | SPC Comments | Decision |
|--------------|------------------------------|--|--|--------------------|
| 24/01629/PIP | Marona, the Slough | Erection of 1 new dwelling. Permission in Principle | No objection | Withdrawn 20/08/24 |
| 07/0816/LBC | Crossroads, Sambourne Lane | Replacement of two softwood doors and two softwood casement windows | Support | Pending |
| 24/01144/LBC | Hayloft Barn, Sambourne Lane | Replacement timber frame on end gable, replacement windows and doors | Support. Replacement UPVC frames will give better thermal efficiency | Pending |

Cllr Clarke raised a query with Cllr Edden. There are certain planning applications for our parish that the parish council is not being consulted on. Cllr Edden asked Cllr Clarke to provide some examples of particular applications and he will raise the query again with the planning department. Cllr Clarke agreed to contact Neil with details, for example HHPA applications on which Sambourne Parish Council is not named as a consultee.

Action: Cllr Clarke

12. Correspondence

Correspondence received during the summer months was slightly less than usual. However, 4 follow up complaint emails were received and also one Freedom of Information Request.

13. Public Participation: There was no public participation

14. Chairman's Business

The chairman proposed the idea of having a joint meeting between the Parish Council, the Sambourne Trust and the Village Association. This meeting would be to discuss each organisation's plans for the coming 12 months, how we could work together more closely and to share information on the work of each organisation. This could be held as a public meeting, possibly during the day on a Saturday.

Action: Chairman

15. Dates of next meetings:

Tuesday 5th November 2024 at 7:00 pm

Tuesday 14th January 2025 at 7:00 pm

The meeting closed at 7:35 pm

Review of Actions from the meeting:

| Minute | Name(s) | Action |
|---------------|---------------------|---|
| 4(i) | Cllr Taaffe, Clerk | Highways Schedule, Agenda Item March 2025 |
| 5 | All councillors | Parish Plan |
| 6 | Chairman, Cllr Moon | Clearing of footpaths |
| 7 | Cllr Clarke, Clerk | Complete EDF paperwork |
| 8 | Clerk | Risk Register |
| 10(iv) | Clerk | External Audit Report/Conclusion Notice |
| 10(v) | Clerk | Submission of document to Unity Bank |
| 10(vii) | Cllr Clarke | CIL – Renewal of defibrillator |
| 11 | Cllr Clarke | Contact Neil Edden re planning applications |
| 14 | Chairman | Proposed joint public meeting |

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