

SAMBOURNE PARISH COUNCIL
Sambourne - Warwickshire
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Minutes of the Parish Council Meeting held on Tuesday 16th September 2025 at 7:00 pm.

Present

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

There were 7 parishioners present.

1. **Apologies:** Cllr Rob Clarke – apologies received and accepted due to work commitment. No apologies for absence received for Cllr Luke Cooper (WCC)
No apologies for absence received from Cllr Peter Hencher-Serafin (SDC Studley North)

2. **Disclosures of interest:** None

3. **To approve the minutes of the Parish Council Meeting held on 15th July 2025**

The minutes were agreed and signed by the chairman.

4. **Matters arising from the Minutes of the meeting held on 15th July 2025:**

Safety on Hangingswell Corner: The chairman reported that another accident had occurred the day after the previous parish council meeting, resulting in all the signs being damaged. Following this accident, WCC visited the site and turned a sign around, indicating turn left for drivers approaching from the Sambourne direction. This was not what was requested and could be dangerous for vehicles approaching from Alcester, as the sign is too close to the road edge. The request was for the chevrons to be put up the road to alert drivers coming down the road that there is a corner coming up. The chairman will again contact WCC Highways and Cllr Cooper, who had agreed to investigate this matter.

Action: Chairman, Cllr Cooper

Grit bin at Capilano Corner: Cllr Bailey agreed to check all other bins in the parish before he contacts WCC with a reminder to fill the bin at Capilano corner.

Action: Cllr Bailey

Installation of base cowl and cleaning of flagpole: Cllr Taaffe confirmed that the flag pole had been cleaned and a new base installed

Location of Notice Board: The chairman has not yet heard from Cllr Cooper concerning the location of a noticeboard in the North of the Parish. He had, however, contacted the clerk at Studley parish council to ask if planning permission had been required for their recently installed noticeboard.

Ongoing: Cllr Cooper, Chairman

Risk Assessment – Noticeboard by church: The modification to the safety of the noticeboard by the church has been completed. The height of the door opening has been raised and new gas struts fitted. Risk Assessment RA 8.3 has been completed and agreed.

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Latch on the recreation ground: The chairman had inspected the lock. For safety reasons, replacing the latch with one that only springs one way should be considered.

Ongoing: Cllr Clarke, Chairman

Discussion with Nick Moon re gates: The chairman has spoken to Nick and reported that four new gates were installed the previous weekend. The new gates are located at:

- Perry Mill Lane on the footpath that goes up to Jill Lane
- Three gates on the footpath that goes from Oak Tree to Jill Lane.

All planned gates are now completed.

Litter pick and Letter to McDonalds: The chairman has written to the agricultural director at McDonalds to ask if they would be willing to donate litter picking equipment to the parish council. No reply has yet been received and the chairman agreed to pursue the matter.

A date for the next village litter pick has yet to be arranged.

Action: Chairman

Date for speaker from Heart of England: The chairman made those who did not know aware that his family had sold their farm to the Heart of England. It was thought appropriate to invite the new Chief Executive of HOE to a parish council meeting, to give him the opportunity to explain the tree planting and other projects they wish to achieve in Sambourne and the surrounding area. It has been confirmed that this will take place on 11th November 2025.

Action: Clerk

Health and Safety Policy: The clerk confirmed that the Policy was now on the website.

Annual Governance and Accountability Return: The clerk confirmed that the AGAR for 2024/25 had been completed and all required documentation has been uploaded to the website.

5. Update on Road Marking Schedule

Cllr Taaffe reported that he had recently again contacted his contact at WCC concerning the road marking schedule. He received the following response.

These jobs were raised as per the email thread below, however due to our limited budget restraints, unfortunately these roads were not selected as part of our lining programme this financial year as our budget has been spent on sites that were deemed more urgent. The jobs remain on the system with the view to getting these done in the new financial year.

I am sorry this isn't the answer you were hoping for.

The thread of communication with WCC started last September 2024, and was finalised in late March 25.

VAS – Vehicle Activated signs

The PC have been looking at purchasing a VAS sign (similar to the one situated on Whitemoor Lane). The parish council has received 3 quotes. All devices are pole mounted and solar powered, with the facility to download the data.

Subsequently, Cllr Taaffe contacted WCC to request guidance on mounting the poles on land owned by WCC. He received the following response from the WCC Road Safety Team:

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The new Policy for Vehicle Activated Sign (VAS) was ratified by Cabinet in September 2022. For your reference, this was updated in 2024. Please be advised that Warwickshire County Council does not currently permit Parish or Town Councils, or any other bodies, to fund the installation of new VAS Units. These installations remain the responsibility of the County Council and are carried out wherever deemed appropriate.

Policy 2022

VAS may place additional strain on the County Council's maintenance budget. It is recommended that County Council supplied and maintained VAS should only be considered for installation at locations which meet all four of the County Council's proposed VAS Criteria. This will ensure that VAS are only installed where road safety benefits may be expected at sites with a demonstrable road safety risk.

Policy 2024

There is currently no facility within the policy to allow local communities to fund the provision of their own VAS for installation on highway land. There are issues around ownership, liabilities in the event of collisions, statutory compliance and on-going maintenance costs that would need to be resolved before such an approach could be considered. For these reasons County Council Highways officers will continue to manage the deployment of VAS through the existing policy process, retaining installation, repair, and removal within WCC operations.

Following this information, Cllr Taaffe contacted County Councillor Luke Cooper for his assistance, emphasising the point that the Parish Council are planning to purchase, install and maintain the system with no cost to WCC. He has not received a response to date.

There was a discussion around the health and safety aspects of the WCC criteria for VAS. The Road Safety Group has received all the CSW data for the past four years and can see the areas of concern from this data.

Charles Farran raised concern about the road markings and signage in Middletown Lane, which is the worst area for speeding in the village. Cllr Taaffe will raise this with WCC Highways and ask for it to be given priority in the next budget.

Action: Cllr Taaffe, Cllr Cooper

6. Donation towards purchase of a Christmas Tree for Middletown

The parish council has received a request for a donation towards the purchase of a Christmas Tree for Middletown. The aim is to purchase the same tree as Sambourne, as this will be an asset for the community of Middletown for many years. A Go Fund Me page for the Tree had been set up and 589.00 was raised, leaving a shortfall of 129.00.

This was considered an excellent idea and the chairman proposed that the parish council support the request and donate the balance of 129.00. There was unanimous agreement.

The clerk will email Gary Baines and request an invoice.

Action: Clerk

7. Discussion of use of Community Infrastructure Levy monies

The Community Infrastructure Levy (CIL) is a financial contribution made by local developers to local authorities to support the delivery of infrastructure in their areas. Parish councils receive a proportion of these funds, which can be used to address the impacts of development on the community.

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1. The parish council has received a request for financial help of £25,000 towards repairs to Sambourne Mission church. The church is mainly funded by parishioners. For the parish to retain its use as both a Church and Community Hub a replacement bellcote, extensive renovation roof work and re-pointing of the walls are required. After discussion, it was agreed that the parish council would be prepared to support this request and pledge a certain amount of money towards the repairs, with the provision that more information concerning the amount raised to date and further details of the cost and scope of the proposed works are provided.

Action: Chairman

2. A bench in the recreation ground, donated by a parishioner many years ago, has now been removed for health and safety reason. The chairman considered it would be appropriate to replace this bench and proposed that quotes are sought. There was unanimous agreement.

Action: Cllr Bailey

8. To review arrangements for the Annual Parish Assembly Spring 2026

Historically, The Annual Parish Assembly has been held on the same date and at the same time as the Annual Meeting and the ordinary Parish Council Meeting. It was felt that it would be more advantageous to hold the Parish Assembly as a separate event and invite different organisations from the parish to take part. Invitations could also be extended to the local Police Safer Neighbourhood Team or any other group that would be of interest to parish life. This proposal met with unanimous approval and it was agreed that a date would be set at the January 2026 meeting of the parish council.

Action: Clerk

9. Review and agree the Home Working Policy

The Policy was reviewed and agreed. This Policy will be reviewed in September 2026.

Action: Clerk

10. Review Emergency Plan

The Emergency Plan had been reviewed by the councillors. Updates to details of Parish Councillors, WCC and Stratford District Councillors have been made.

A further recommendation was agreed for inclusion, as follows: *The Parish Council holds a confidential contact list of local land owners and parishioners who would be able and prepared to assist and give practical support in the event of an emergency.*

To help compile this list, it was agreed that a notice would be displayed asking for volunteers with skills that could be useful in an emergency, for example medical or first aid experience.

The chairman also suggested that a list of contacts for Parish, WCC and Stratford District Councillors could be displayed on the noticeboards. The clerk will circulate a suggested list for agreement. The Emergency Plan will be uploaded to the website and reviewed in September 2026.

Action: Chairman, Clerk

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11. Accounts

Budget Update 16/06/2025: The budget had been circulated to all councillors and it was agreed that it was on track for the first 6 months of the year. The clerk reported that the Draft Budget for 2026/27 would be discussed at the November meeting and asked the councillors for any suggestions for inclusion.

Bank reconciliations for July/August 2025: The bank reconciliations were agreed and signed.

Bank balances as at 31st August 2025:

Current a/c balance: 27,064.49

Deposit a/c balance: 10,438.57

List of Financial Transactions from 15/07/2025 – 16/09/2025

PAYEE	DESCRIPTION	AMOUNT
PCC	Room Hire	180.00
EDF	Electricity to the Green	20.72
Clerk	Salary/HMRC/Expenses July	636.95
Clerk	Zoom payment – July	16.79
Unity Bank	Service Charge - July	6.00
IJN Home & Gardens	Maintenance of Memorial Garden	20.00
Hugo Fox	Website Fee – July	23.99
EDF	Electricity to the Green	21.38
Moore	External Audit Fee	283.50
Unity Bank	Service Charge – August	6.00
Clerk	Salary/HMRC/Expenses – August (includes back pay)	718.40
Clerk	Zoom payment – August	16.79
Cllr Quinney	Wildflower grass seed	176.16
JRG Garden Maintenance	Grass cutting	1547.09
Hugo Fox	Website Fee – August	23.99
Clerk	Gas springs for noticeboard (RA 8.3)	28.28
SDC	Emptying of dog/litter bins	342.00

12. Planning

Four planning applications have been received and discussed since the last meeting.

Ref No	Property	Details	SPC Comments	Decision
25/01859/FUL	Aldworth, Oak Tree Lane	Demolition of existing linked garage, and new build attached garage with roof	No objection	
25/01931/FUL	Fern Bank, Wike Lane	New pitched roof over existing 2-storey flat roof. New porch canopy to rear and front elevation and covered canopy to rear elevation. Changes to external fenestration: render to all elevations	Support, with caveat Whilst the majority of the proposed alterations are supported, there is a specific concern around the 2x visitors parking spaces due to the visibility when accessing/egressing. This,	

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		and feature low level brick plinth. Replacement windows. Solar panels to rear elevation. Formation of new driveway for 2 visitor spaces.	combined with the width of the road, the relatively steep gradient, and the close proximity of the speed change from national to 30mph, results in our support being caveated on the proviso that the design for these parking spaces is altered to ensure the safety of both the visitors utilising these spaces and general road users.	
25/01877/FUL	Littlewood Green Farm, Bromsgrove Road	Conversion of existing outbuilding to a residential annexe	No objection	
25/01981/FUL	Eastern Hall Farm, Bromsgrove Road,	Change of use of existing agricultural building to create 5 no. dwellings and associated works	DOI: Cllr A Quinney 4 x No objection	

The chairman thanked Cllr Clarke for the detailed thought he puts into the discussion of each planning application and for maintaining a thorough audit trail.

13. Correspondence

Correspondence 15 th July – 16 th September 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
	0	60	37	9
Total: 106				

14. Public Participation

There were no written requests received for public participation.

Charles Farran raised a question concerning the renewal of the grass cutting contract, which will be considered in November. He requested that the area of grass opposite Little Paddock down to the start of the bridge on Middletown Lane be added to the grass cutting schedule. This would increase the safety of pedestrians in this busy section of road. A further section of grass verges in Middletown was also considered. Cllr Taaffe agreed to forward details and photographs of the area concerned to the clerk, for inclusion with the request to JRG Maintenance for their quote for grass cutting for 2026/27.

Action: Cllr Taaffe, Clerk

Alison Wheway reminded the chairman that the dog refuse bin opposite Middletown Green is still unstable. The chairman confirmed he had looked at this and concluded that it needs to be concreted in, which he will do in due course.

Action: Chairman

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Jill Romney asked the chairman who would be attending the November meeting from Heart of England. The chairman confirmed that it would be Andy Parsons, the Chief Executive.

15. Chairman's Business

The chairman confirmed that he has scattered hedgerow style wildflower seeds on most of the verges in the parish.

16. Dates of Next Meetings:

Tuesday 11th November 2025 at 7:00 pm

Tuesday 13th January 2026 at 7:00 pm

The meeting closed at 19:45

Review of Actions from the Meeting

Minute	Name(s)	Action
4	Chairman, Cllr Cooper	Safety at Hangingswell Corner
4	Cllr Bailey	Grit bins
4	Chairman, Cllr Cooper	Location of notice board
4	Chairman, Cllr Clarke	Latch on the recreation ground
4	Chairman	Pursue a reply from letter to McDonalds
4	Clerk	Confirm meeting arrangements with HOE
5	Cllr Taaffe, Cllr Cooper	Road markings and VAS
6	Clerk	Contact Gary Baines to request invoice
7	Chairman	Use of CIL monies - church
7	Cllr Bailey	Quotes for bench in recreation ground
8	Clerk	Date for Parish Assembly 26 – Jan Agenda
10	Chairman, Clerk	Emergency Action Plan List
14	Cllr Taaffe, Clerk	Grass cutting contract
14	Chairman	Dog refuse bin, Middletown

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