

Minutes of the Ordinary Meeting of Sambourne Parish Council

held in the Parish Room at Sambourne Mission Church on Tuesday 29th September at 7.00pm

Present: Councillor and Vice-Chair Mike Bailey (MB), Councillor Rob Clarke (RC), Councillor Caroline Jackson (CJ), Councillor and Chair Adam Quinney (AQ), Councillor Alison Wheway (AW)

Apologies: None

Parish Clerk: Duncan Mathison (DM)

Local Councillors: None

Public: 24 members of the public attended including 3 connected with item 10.

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 there were no formal apologies as all councillors were present. District Councillor Neil Edden had advised that would not be able to attend but sent notes.

2. Declarations of Interest

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

AQ and CJ declared personal connections regarding planning application 26/02272/AGNOT.

3. Confirmation of Minutes

To confirm minutes of the Extraordinary Meeting held on 14th July 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 advised that additional signage to come from LC budget.

4.2 Noticeboard at Brickyard Lane

Location agreed with WCC Highways. AQ getting quotes for purchase and installation for next meeting. Awaiting response from LC regarding possible grant.

5. Councillors' and Clerk's Reports

DM - Shelved moving website to Parish Online. Staying with Hugo Fox for the time being as they have been working on the planning tracker and offered a free trial.

CJ - Bench purchased to replace that in Middletown.

AQ - Church have approached regarding further contribution to repairs of Mission Hall.

AQ - Re footpaths. Have approached farmers – awaiting response from one.

AQ - Been contacted re hedges and verges Kiln Close. Will pass on to WCC but not PC responsibility.

6. Updates from County and District Councillors

None.

7. South Warwickshire Local Plan

Update from the Chair.

No developments to report.

8. Councillor Areas of Responsibility

Planning, Footpaths/rights of way, Grass cutting, Financial oversight, Budget setting, Parish Infrastructure, Policy and procedure review.

AW volunteered to be contact for grass contract and CJ volunteered to be contact for policy and procedure review. All councillors to consider which areas they might cover and decisions for all areas to be made at next meeting.

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9. Green Dragon Pub

Discussion regarding any issues and actions required.

AQ update. Owned by Star Pubs. The have been contacted by local residents who have been advised that the owners are keen to get it going again under own management with a view to renting out in future. General discussion re security.

10. Idafa Architects

Brief presentation (maximum 5 minutes) regarding proposal for new dwellings. Councillors to question as appropriate.

AQ advised that the PC would not express an opinion at this point and opened the issue to the floor. There were various questions and engagement with representative from Idafa.

11. 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 items.

12. Planning Matters

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

REFERENCE	SITE	DESCRIPTION	COMMENTS DEADLINE	PARISH COUNCIL RESPONSE	STRATFORD DC DECISION
26/01835/FUL	Eastern Hill Farm B96 6DZ	Erection of replacement dwelling.	05/10/26		
26/02272/AGNOT	Land off Whitemoor Lane B96 6NT	Erection of an agricultural building.	01/10/26		

- 26/01835/FUL – unanimously support.
- 26/02272/AGNOT – AQ and CJ did not vote. No objection.

Applications pending decision or recently decided by Stratford DC:

REFERENCE	SITE	DESCRIPTION	COMMENTS DEADLINE	PARISH COUNCIL RESPONSE	STRATFORD DC DECISION
26/01515/FUL	Land adjacent to The Why Not	Erection of two dwellings and associated works.	23/09/26	no objection	pending
26/01736/FUL & 26/01737/LBC	1 Perrymill Cottages B96 6PD	Various works - see application.	09/09/26	no representation	pending
26/01734/FUL & 26/01735/LBC	Reins Farm B96 6EX	Replacement windows and rendering to front.	09/09/26	no representation	pending
26/01623/FUL	Land on south-west side of Node Hill	Erection of 106 dwellings plus facilities.	13/08/26	objection	pending
26/01485/FUL	Land off Spernal Lane B80 7EU	Retrospective change of use.	13/08/26	no representation	pending
26/01534/LBC	Blicks, The Barn B80 7PQ	Repairs to gable end.	28/07/26	no representation	pending
26/01291/VLBC	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02738/LBC.	15/07/26	no representation	pending
26/01292/VARY	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02377/FUL.	15/07/26	no representation	pending

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13. Financial Matters

13.1 Review Transactions Report FY2026-27 (to be published on website) as at 28.09.26.

13.2 Review Bank Account Summary FY2026-27 (to be published on website) as at 28.09.26.

13.3 Review Budget Report FY2026-27 (to be published on website) as at 28.09.26.

13.4 To approve mileage rate for expenses change from £0.45 to £0.55.

13.5 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	Backdated mileage rate change	£14.80	May 84 miles, June 32 miles, July 32 miles
Flagpole Express	St George's flag	£167.76	Including recoverable VAT of £27.96
Studley RBL	2 x poppy wreaths	£50.00	
JRG	Grounds maintenance	£1628.00	June, July August as per schedule.
Stratford District Council	Dog waste bins x 2 emptying	£433.82	Annual charge. Including recoverable VAT of £72.30.
Duncan Mathison	Monthly expenses	£43.60	Homeworking allowance and 32 miles for September
Caroline Jackson	Bench replacement – Middletown	£500.00	Purchased from Three Counties Teak

- Items 13.1, 13.2 and 13.3 were all agreed to be satisfactory with no questions
- Item 13.4 was approved
- All payments shown on table for 13.5 were approved.

14. Revised Budget for FY2026/27

DM to present. To review/change/approve as appropriate.

DM walked through changes. Overall budget remains the same but some change of categories made and advised that expectation is that we will underspend this FY. That will feed into decision making when setting budget for next FY.

15. Emergency Contacts

Discussion regarding areas to cover, people involved and possible future training for parishioners.

AQ requested that anyone who may be able to offer assistance when issues arise in the village to provide contact details to the PC. Details will be held by the Clerk and Councillors and not published.

16. Next Meeting

Tuesday 10th November 2026. 7.00pm in the Parish Rooms

Tuesday 12th January 2027. 7.00pm in the Parish Rooms

17. Close

The Chair closed the meeting at 8.15pm