

SAMBOURNE PARISH COUNCIL
Sambourne - Warwickshire
www.sambourneparish.org.uk

Minutes of the Parish Council Meeting held on Tuesday 15th July 2025 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chairman
Cllr Rob Clarke	
Cllr Mike Bailey	
Teresa Murphy	Clerk

There were 4 parishioners present.

The chairman welcomed Mike Bailey to his first parish council meeting.

1. **Apologies:** Cllr Jackson, Cllr Cooper, Cllr Edden, Cllr Hencher-Serafin
2. **Disclosures of interest:** None
3. **To approve the minutes of the Parish Council Meeting held on 13th May 2025**

The minutes were agreed and signed by the chairman.

4. Matters arising from the Minutes of the meeting held on 13th May 2025:

Safety on Hangingswell Corner: The chairman reported that another accident has been reported and all but one of the chevron signs have been damaged. He also witnessed another accident, which took place on the afternoon of 15th July. The chairman has sent photographic evidence of the accidents to Cllr Cooper but he has not yet received a response.

Action: Cllr Cooper

Grit bin at Capilano Corner: Situation ongoing. The chairman suggested that Cllr Bailey contacts WCC in October with a reminder to fill this bin.

Action: Cllr Bailey

Installation of base cowl and cleaning of flagpole: Cllr Taaffe confirmed that this would be done once the marquee and bunting are taken down from the Village Green.

Ongoing : Cllr Taaffe

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. This item will be ongoing.

Ongoing: Cllr Cooper, Chairman

A modification to the safety of the noticeboard by the church is required. It does not open high enough and a minor accident had been reported. It was agreed that longer gas struts are required. When the work is carried out, the clerk will update the Risk Assessment.

Action: Clerk

Dignity at Work Policy: Taken under Agenda Item 10.

Drains in Middletown:

- Cllr Taaffe reported that WCC has details of all the drains in Middletown which need clearing and we are awaiting action of this work.
- The chairman reported that WCC has jetted the drain outside Spinney Cottage and been assured that the drain was not damaged. This assurance will be tested during the next heavy rainfall.
- The chairman also reported that WCC is in the process of mapping all drains in the County in a digital format. When this is complete it will be a very useful resource.

Latch on the recreation ground: **Ongoing:** Cllr Clarke

Keys for Flagpole: Cllr Taaffe distributed keys for the flagpole to the councillors and clerk.

Invitation to HOE in the Autumn: To be taken under Agenda Item 8.

5. Update on Community Speed Watch

Cllr Taaffe reported as follows:

Community Speed Watch (CSW) is a national initiative where active members of local communities join to monitor speeds of vehicles in their local area, with support from the police. Sambourne Parish uses the LTI Speed Laser Gun approved by the Police, independently purchased by the Parish Council.

Any vehicles found to be exceeding the speed limit are referred to Warwickshire Police and receive a letter, with the aim of educating drivers to reduce their speeds. However, in cases where education is ignored and there is evidence of repeat or excessive offences, even across county borders, further action may take place with a personal visit from a Police officer.

Update on volunteers: At the end of last year two team members left, due to moving to Devon and retirement. Our thanks go to both those team members. We are pleased to report that 3 further volunteers have since joined the team, making a total of eight members. A CSW session requires a minimum of 3 [four is better]. If anyone would like to join the team, please contact Cllr Peter Taaffe. His email address is: petert.sambournepc@gmail.com.

Since the good weather, from April 2025 onwards, 9 sessions have been completed. 2,223 vehicles have been checked, with 159 speeders [7.2%]. Some speeds were recorded above 50mph. We have four locations, which have been approved and risk assessed by the Police.

Since the start of CSW in March 2022, 45 sessions have been completed. 9,228 vehicles have been checked with 693 speeders, which is 7.5% of the total. Full details of each CSW session are detailed on the parish website, by clicking on the Community Speed Watch tab.

The parish council is extremely grateful to all volunteers for giving up their time to support CSW in our village.

The chairman thanked Cllr Taaffe for the work undertaken by CSW and expressed his thanks to all concerned.

The chairman proposed that in the Autumn, when we discuss the Budget for the next financial year, consideration is given to the purchase of a speed sign to warn motorists of the speed restrictions in force. Discussion took place concerning the most appropriate type, cost, and location of a speed sign.

Action: Clerk (Agenda for November meeting)

6. Footpath Project – Location of additional 4 gates

Nick Moon has secured additional funding, through The Rambler's Association, for the provision of an additional 4 gates for Sambourne parish. Several locations for new footpath gates were discussed, including where some existing gates could be replaced.

The chairman and Cllr Clarke will now discuss these options with Nick Moon, so that the installations can be progressed.

Action: Chairman, Cllr Clarke

7. Agree a Date for an Autumn Litter Pick

The Spring litter pick was very successful and it was proposed to hold another one in the Autumn. The chairman has contacted WCC Streetscene to ask for details of the dates when Biffa carries out their street cleaning routine. Once he has received a reply a date will be agreed for late September/early October 2025.

A considerable amount of the litter collected originated from fast food outlets, especially McDonalds. It was suggested that we write to the manager of the Redditch McDonald's to ask if they would be willing to fund the supply of litter picking equipment to Sambourne.

Action: Chairman, Clerk

8. Discuss a date to invite a speaker from Heart of England to a meeting of the parish council

As a Declaration of Interest, the chairman reported that his family has sold a majority of their farm, to the north of the village, to Heart of England. This land will be used for the planting of trees and is, therefore, safeguarded from development.

The chairman has invited the Chief Executive of Heart of England to attend a parish council meeting, in either September or November 2025, to explain their plans and time lines for the

use of this land. The agreed date will be confirmed and publicised.

Action: Chairman, Clerk

9. Standing Orders – Review and Update

The Standing Orders have been reviewed. The revision to item numbers 14 and 18 has been made, in accordance with guidance given by NALC. The document was agreed and signed by the chairman. It will be uploaded to the website, with a review date of May 2026.

Action: Clerk

10. Dignity at Work Policy

The Dignity at Work Policy was reviewed. It was agreed that the content of this Policy was in line with the latest guidelines. The Policy was agreed, signed by the Chairman and will be uploaded to the website.

11. Accounts

Budget Update 15/07/2025: The budget had been circulated to all councillors and was agreed.

Bank reconciliations for May/June 2025: The bank reconciliations were agreed and signed.

Bank balances as at 30th June 2025:

Current a/c balance: 28,362.70

Deposit a/c balance: 10,377.87

List of Financial Transactions from 13/05/2025 –15/07/2025

PAYEE	DESCRIPTION	AMOUNT
EDF	Electricity to the Green	20.94
Clerk	Salary/HMRC/Expenses – May	632.90
Clerk	Zoom payment – May	15.59
Unity Bank	Service charge – May	6.00
Hugo Fox	Website payment – May	23.99
EDF	Electricity to the Green	21.45
IJN Home & Gardens	Maintenance of memorial garden	20.00
Clerk	Salary/HMRC/Expenses – June	632.00
Clerk	Zoom payment – June	16.79
Unity Bank	Service charge – June	6.00
Hugo Fox	Website payment – June	23.99
Namesco	Renewal of website domain name	25.19
Cllr Taaffe	5 x keys cut for flag pole and tags	33.70
PCC	Room Hire	180.00

AGAR 2024-2025 – Report from Clerk

At the Parish Assembly meeting held on 13th May 2025 it was reported, under Item 4 Annual Accounts of Sambourne Parish Council 2024-25, that the Certificate of Exemption had been submitted to the external auditors. Subsequently, notification was received that the Certificate of Exemption had not been accepted, as it appeared that the council had exceeded the £25,000 income/expenditure threshold. This qualified for an External Audit and AGAR Form 3 to be completed. Form 3 and now been completed and was submitted by the clerk on 7th June 2025, complete with supporting documentation. We are now awaiting their final decision. The outcome will be reported at the next meeting.

Action: Clerk

12. Planning

Four planning applications have been received and discussed since the last meeting. The fifth application, for Ye Old Barn was received on 15th July 2025, and has not yet been discussed.

Cllr Clarke reported on the applications below:

Ref No	Property	Details	SPC Comments	Decision
25/01157/FUL	Greenfield Cottage Middletown Lane	Rear and side extension	Expressed concern for the potential footprint increase and consideration of the green belt planning guidelines.	Refusal 04/07/2025
25/01288/TPO	Early Birds Perrymill Lane	Proposed construction works within the tree root protection zone	No objection. However, we note that the Arboricultural Method Statement has a number of significant errors (e.g. intermix of mm and cm dimensions), and has referenced outdated guidance documentation, which is also potentially inappropriate for this application. We look to the planning officers' expertise to ensure no harm comes to the tree in question.	
25/001188/FUL	Appleby Middletown Lane	Single storey front, side and rear extensions	Support The revised extension proposal is preferable	Permission with conditions

SAMBOURNE PARISH COUNCIL
Sambourne - Warwickshire
www.sambourneparish.org.uk

		with garage conversion, extended dormer, change from brick to render and internal alterations.	to the approved 25/00801/HHPA (to which we were not consulted), However we noted and questioned the actions being employed by the architect to justify a deviation from green belt planning policy with respect to floor plan and volume increases.	03/07/2025
25/01203/FUL	Land off, Jill Lane	Change of use of land from agricultural field to dog walking	DOI AQ 3 x No objection	
25/01468/FUL	Ye Old Barn The Green	Installation of 6 solar panels on detached garage.		

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 13th May 2025 – 15th July 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		56	51	15
Total: 123				

14. Public Participation

Mike Bailey introduced himself, as the new councillor for Sambourne South. He was co-opted to the council, following the resignation of Cllr Nick Moon.

He has lived, with his wife, Jane, at Capilano in Sambourne Lane for 12 and a half years.

Mike has attended many parish council meetings and now looks forward to working with the council on the 'other side of the table'.

Mike is semi-retired, but continues to work three days a week in the role of restorative justice facilitator for the Victim Support charity.

15. Chairman's Business

The chairman confirmed that the tree has now been cleared in Middletown Lane.
The wild flowers are now finished and, once the dry spell of weather is over, he will cut the verges.

16. Dates of Nest Meetings:

Tuesday 16th September 2025 at 7:00 pm

Tuesday 11th November 2025 at 7:00 pm

The meeting closed at 19:45

Review of Actions from the Meeting

Minute	Name(s)	Action
4	Cllr Cooper	Safety on Hangingswell Corner
4	Cllr Bailey	Remind WCC in October re filling bin
4	Cllr Taaffe	Flagpole work after removal of marquee
4	Cllr Cooper, Chairman	Location of notice board
4	Clerk	Risk Assessment Notice Board by church
4	Cllr Clarke	Latch on the recreation ground gate
5	Clerk	Item for November Agenda (speed sign)
6	Chairman, Cllr Clarke	Discussion with Nick Moon re gates
7	Chairman, Clerk	Date for litter pick. Letter to McDonalds
8	Chairman, Clerk	Date for speaker from HOE
9	Clerk	Website. Review May 2026
11	Clerk	AGAR

To visit our parish council website, scan the QR code below:

