

Minutes of the Parish Council Meeting held on Tuesday 7th March 2023 at 7:00 pm.

Present

| | |
|----------------------|------------------------------|
| Cllr Adam Quinney | Chairman |
| Cllr Phil Jones | Vice-Chairman |
| Cllr Peter Taaffe | |
| Cllr David Shaw | |
| Cllr Nick Moon | |
| Cllr Neil Edden | SDC (Studley with Sambourne) |
| Cllr Justin Kerridge | WCC |
| Teresa Murphy | Clerk |

There were 12 persons present.

1. **Apologies:** Cllr Peter Hencher-Serafin SDC (Studley with Mappleborough Green)
2. **Disclosures of Interest:** There were no changes reported
3. **To approve the minutes of the meeting held on 10th January 2023**

The minutes were approved and signed by the Chairman

4. **Matters arising from the minutes of the meeting held on 10th January 2023**

Minute 4: Parishes working together

The chairman reported that further discussions had taken place with a couple of parishes and it was anticipated that in the early summer a meeting will be held to share ideas. This could involve other organisations in the village, including the Village Association, the Sambourne Trust.

Ongoing

Minute 4: Action re footpaths: Cllr Moon reported that the Parish Council has a sum of £20,000 secured funding from WCC and the Ramblers Association. It is intended to develop the footpaths in an around Sambourne, linking up to Coughton, to Astwood Bank and to Studley. In addition there is a prospective additional route along the disused railway line which only requires a gate at each end, one of which has already been allocated.

The next stage is to have a village open forum, where we look at the paths, routes and loops we are proposing. Parishioners will be able to see on the map what is being proposed and have the opportunity to make their comments.

The chairman said that talks will continue with landowners to gain their co-operation. He is also in contact with Countryside Stewardship about creating some permissive paths, which would link to existing footpaths. The chairman thanked Cllr Moon for securing the funding and for all the hard work undertaken so far.

Ongoing

Minute 5: Use of CIL funding: At the last meeting the re-design of the memorial garden was discussed. The war memorial itself also needs some restoration work and the use of some of the CIL monies for these purposes was discussed. Cllr Taaffe reported that research was still ongoing. The chairman suggested that prospective plans could be available in time to be displayed at the open forum that will be taking place to discuss the footpaths.

Ongoing: Cllr Taaffe

Minute 8: Risk Assessments: The clerk confirmed that the amendments to the risk assessments on Pavements and the Recreation Ground have been actioned.

Minute 12: Mobile speed indicator: The chairman has spoken to several local businesses concerning the sponsorship of a mobile speed indicator but gained little support. Depending on how the parish council budget goes for the remainder of the year, there may be an opportunity to part fund a mobile speed indicator that would count the number of vehicles and also report the speed. It would be useful to gather the opinions of parishioners concerning this.

Ongoing

Minute 13: Felling of dead elm tree: The chairman confirmed that the dead elm trees in the recreation area had been removed. A small oak that was overhanging a parishioners property was also removed.

5. Coronation of King Charles 111

Cllr Kerridge said that the SVA was not organising anything for May but would support any other group in the village who wished to do so, but so far nobody has come forward. The church is organising a social gathering on 7th May, with folk music and teas.

There was discussion about whether an event to celebrate the Coronation could be held to coincide with the MiniFest at the end of June, rather than on 8th May, as the weather may be more clement. Cllr Kerridge said that, again, the SVA would be willing to support this.

Ongoing

6. Purchase of replacement Union Jack Flag

Cllr Taaffe has obtained three quotes to replace the existing frayed flag. After discussion it was unanimously agreed that a hand sewn, rope and toggled ready to fly flag would be purchased from Flagpole Express. The decision was made in accordance with the Best Value guidelines and is from a trusted supplier.

Action: Cllr Taaffe

7. District and Parish Elections

- The Quadrennial Parish Elections will be held on Thursday 4th May 2023.
- The Notices of Election will be posted on the notice boards and on the website on Wednesday 15th March.
- The elections will be for 3 councillors for Sambourne South and 2 councillors for Sambourne North.
- If anybody would like to apply to be a parish councillor please contact the clerk for a nomination pack clerk.sambournepc@aol.com. The completed paperwork must be returned to the clerk by Friday 24th March, in order to meet the deadline. Alternatively, a nomination pack may be obtained directly from Elizabeth House, as stated on the Notice.
- Parishioners were also reminded that new legislation requires electors to show photo ID at polling stations from May 2023 onwards. Details on the website.

Action: Clerk

8. To approve the revised Risk Assessment – RA2.0 Benches

CLlr Taaffe had carried out a very vigorous inspection of the benches in the village and all are deemed sound. The Risk Assessment was subsequently approved.

9. Accounts

i. **Cheque signatories:** Following the advice of WALC, it is prudent to minute that the existing bank signatories and authorisation rights will stay in place until new signatories are agreed at the May Annual Meeting. There was unanimous agreement.

ii) **Renewal of SLCC for 2023/2024:** SLCC is the professional for local council clerks. They offer advice, training and support and membership is recommended by WALC and NALC. A vote was taken that this membership should be renewed and there was unanimous agreement.

iii) **Budget Update – March 2023:** A copy of the budget to date had been circulated to all councillors. The clerk reported that in year savings have been made and the year end should show a surplus. It was noted that the increase in the clerk's salary for February was due to additional hours spent on compiling a report for the Information Commissioner's Office.

iv) **Bank Reconciliations for January/February 2023:** The bank reconciliations for January and February 2023 were approved by all councillors and signed by CLlr Taaffe and the clerk.

Bank balances as at 1st March 2023

| | |
|----------------------------|-----------|
| Current Account | 16,518.90 |
| Deposit Account (Reserves) | 8,545.86 |

v) **List of financial transactions from 09/01/2023 – 06/03/2023:**

| | | |
|-------------|--------------------------|----------|
| Hugo Fox | Website | 23.99 |
| HMRC | Clerk's Tax | 134.60 |
| Clerk | Salary | 539.32 |
| Clerk | Expenses | 100.43 |
| Clerk | Zoom payment | 14.39 |
| British Gas | Electricity to the Green | 29.40 |
| British Gas | Electricity to the Green | 62.97 |
| Hugo Fox | Website | 23.99 |
| HMRC | Clerk's Tax | 99.80 |
| Clerk | Salary | 399.40 |
| Clerk | Expenses | 34.10 |
| Clerk | Zoom payment | 14.39 |
| CPRE | Subscription | 60.00 |
| ICO | Annual fee | 35.00 |
| J R Gibbs | Grass cutting | 3,026.00 |
| Clerk | Expenses | 51.02 |

vi) **Draft Interim Auditor's Report:** After discussion with the clerk and inspection of the various financial and governance documentation, an Interim Audit Report was received. The report was very positive, with a few minor recommendations that will now be carried out.

10. Planning

Five Planning applications had been considered since the last meeting:

| Property | Details | SPC Comments | Decision |
|---------------------------------|--|--|-----------------------|
| Bryher Cottages, Whitemoor Lane | Extension to garage (existing) and replacement | No objection if it complies with SDC's guidelines for developments within the green belt and Sambourne Conservation Area | Pending consideration |
| Ye Old Barn, The Gren | Single storey extension and gates | No objections | Permission granted |
| Ye Old Barn, The Green | Single storey extension/ internal | No objections | Permission granted |
| Tudor House, Middletown Lane | Two storey side and rear extension | SPC has no objection, but looks to SDC Planning to assess whether the proposed volume increase is excessive | Pending consideration |
| 65 Green Lane, Studley | Hard and soft landscaping | No objections | Pending consideration |

11. Correspondence

| Correspondence – 9 th January – 23 rd March 2023 | | | | |
|--|---------------------|---|---|----------|
| 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 |
| 11 | 4 | 121 | 61 | 15 |
| Total: 212 | | | | |

12. Public Participation

No questions had been raised and the chairman invited anyone to ask a question, relevant to parish council business.

Caroline Jackson raised the question of there being two websites for Sambourne and the confusion that could be caused. The parish council website has a different web address to the village website. However, the chairman agreed that he understood it could cause confusion. The owner of the village website knows the chairman's views but he is perfectly within his rights to have his own website and run it as he wishes and there is nothing the parish council can do to change the situation. The parish council has made every effort to publicise their own website - www.sambourneparish.org.uk – by putting the address on flyers, posters and all council documentation.

Charles Farran: Charles posed the question that, in the interests of transparency, items raised for public participation should appear on the agenda for the relevant meeting. This was considered a good idea and the way to implement this would be discussed in advance of the next meeting.

13. Chairman's Business

Whilst dealing with the tree maintenance in the recreation ground, the chairman noticed a great deal of dog fouling in the pitch area. There are signs displayed but more may be required to deter the problem, highlighting the fact that children play there. It is known that other authorities have banned dogs from recreational areas and if the fouling persists this is an action that may have to be taken. It was agreed that this would be on the agenda for discussion at the next meeting.

Action: Clerk – for Agenda

14. Dates of next meetings

| | |
|-------------------------------|---|
| Annual Parish Assembly | Tuesday 16th May 2023 at 6:30 pm |
| Annual Meeting | Tuesday 16th May 2023 at 7:00 pm |
| Parish Council Meeting | Tuesday 16th May at 7:30 pm |
| | |
| Parish Council Meeting | Tuesday 11th July 2023 at 7:00 pm |

Review of Actions from the meeting:

| Minute | Name(s) | Action |
|---------------|------------------------|--|
| 4 | Chairman | Parishes working together – Ongoing |
| 4 | Cllr Moon | Footpaths – Ongoing |
| 4 | Cllrs Taaffe and Jones | Re-design of memorial garden and restoration of the war memorial. Use of CIL funding |
| 4 | Chairman | Mobile Speed Indicator. Ongoing |
| 5 | All councillors | King's Coronation |
| 6 | Cllr Taaffe | Purchase of Union Jack flag |
| 7 | Clerk | Election paperwork |
| 12 | All councillors | Discussion on public participation |
| 13 | Clerk | To include dog fouling in the recreation ground on the May Agenda |

The meeting closed at 19:40

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