

SAMBOURNE PARISH COUNCIL

www.sambourne.org.uk

Chairman: Cllr Chris Clews

01527 853844

Clerk: Teresa Murphy

01789 778009

Minutes of Parish Council Meeting held on Monday 5th September 2011
at 7.45 pm

Present:

Cllr Chris Clews

Chairman

Cllr David Shaw

Cllr Willis Ward

Cllr Geoff Smith

Cllr Justin Kerridge

Stratford District Council

Teresa Murphy

Clerk

There were 5 parishioners present

1. **Apologies** : Cllr Phil Jones, Cllr Clive Rickhards
2. **Disclosure of Interest** : None
3. **Minutes of the last meeting**

An amendment was made to the item '*Waste Facilities*'. The minute should have read: 'Cllr Ward was concerned that no rubble was accepted'. With this amendment, the minutes of the meeting held on 4th July 2011 were agreed and signed by the Chairman.

4. **Matters Arising from the Minutes**

Mr Archer's Field: It was planned that the shrubs would be planted around October time.

Action: Cllr Smith, Cllr Ward

Neighbourhood Watch: Information packs are ready to be distributed. The Chairman agreed to contact Jim Bacon, Chairman of Studley Parish Council, to find out when this will be done.

Action: Chairman

Stream by railings in Whitemoor Lane: Paul Cowley from WCC has been out to look at the stream. If there is any money available he will see what can be done. Ongoing.

Action: Chairman, Cllr Rickhards

War Memorial: Adam Quinney has cleaned the memorial and it was agreed that it was a vast improvement. The Clerk was asked to write a letter of thanks to Adam.

Action: Clerk

Bulbs: The Clerk confirmed that a letter of thanks had been sent to David Lowe. Cllr Smith was asked to check with Mr Gibbs that the wild area had been mown in August and would be mown again in October.

Action: Cllr Smith

Traffic and Speed Limits: 70 more signatures have been acquired for the Petition, taking the number to over 100. It was agreed that the Chairman would contact Johnsons Coaches to enquire how many school children used the school bus from Sambourne.

Action: Chairman

Employment of Parish Council Clerk: The Clerk confirmed that all relevant data has been added to the HMRC website. From September 2011 the Clerk's salary will be paid under the PAYE Scheme, through the HMRC website.

Waste Facilities: The Chairman agreed to contact Cllr Rickhards and ask him to obtain clarification on:

- 1) The rules concerning what can and cannot be put on the waste trucks
- 2) Is the facility only for Studley residents? We have heard of one Sambourne resident who was turned away.

Action: Chairman, Cllr Rickhards

Flagpole: Information on costs had been circulated for discussion. It was agreed that a vote would be taken at the next meeting. In the meantime the following should be carried out:

- 1) Decision of location of flagpole - All
- 2) Cost of flags – Cllr Smith
- 3) Requirement for planning permission - Clerk

Action: All

Information sheet for new residents: Carried forward

Consultation on future ownership of SDC land: It was confirmed that the Clerk had registered the Parish Council's interest with the Estates Surveyor. Cllr Kerridge was asked to make enquiries of SDC with regard to costs involved.

Action: Cllr Kerridge

Analysis of Parish Survey Returns: It was reported that the analysis had been carried out. Cllrs Shaw and Ward have a copy of the result.

Mowing: The Clerk distributed a grid of mowing carried out by Mr Gibbs from April 2011 – August 2011.

Dates for Police Surgery: Published on the website and in The Link.

Quality Mark: It was agreed to defer until the Parish Plan is in place.

Map of local properties: The Clerk confirmed that the map was displayed in the notice board opposite the Green Dragon.

5. Public Participation

Location for future meetings: It was suggested that future Parish Council meetings could be held at the Green Dragon. The reasons given were that it would be free, more sustainable and may attract more people. After giving the matter consideration, the following was raised:

- 1) A parish council is not allowed to meet on licensed premises, unless it is for financial reasons
- 2) The Parish Council would not wish to jeopardise the financial position of the Parish Hall by changing location. Cllr Shaw was asked to find out what percentage of the Hall's revenue came from the Parish Council letting.

It was suggested that perhaps the first and last meeting of the year could be held at the Green Dragon.

Action: Cllr Shaw

Broadband: The question was raised of whether anything can be done to improve the speed of the broadband service in Sambourne. The problem is not caused by individual's equipment but the service provided by the Astwood Bank exchange. Cllr Kerridge said that WCC and SDC had funding to deal with this problem and were working with providers to try and find a solution. Cllr Kerridge would e-mail the Chairman with

details. The Chairman would also contact Cllr Rickhards and ask if anything is being done at WCC with regard to improving the service.

Action: Chairman, Cllr Rickhards, Cllr Kerridge

6. Traffic and Speed Limits

The Chairman has been in correspondence with Nadhim Zahawi, asking for WCC to revisit the speed Review for Sambourne. A letter has been received from Jonathan Simpkins of Traffic Group asking for time to think about the issue. In order to prepare a reply, the Chairman needs some more facts

- 1) The first priority is to enforce the 30 mph. Now that the 30 mph is in force it would be appropriate to again measure the speed of the traffic, which would assist in our aim of introducing further speed controls. If Traffic Group would cost a speed measuring device, the Parish Council would consider funding it.
- 2) The second priority is to work towards a 20 mph limit around the Green.

The Chairman asked permission to spend a sum of money to obtain speed measurements. A radar device could be used, which can be put on telegraph poles.

Four sites were considered:

- 1) Midway down Middletown Lane
- 2) Sambourne Lane by Wood Terrace
- 3) Outside The Green Dragon
- 4) Sambourne Lane near Cllr Ward's house

Approval was given to spend up to £500.

Action: Chairman

7. Parish Survey Results and Progress to Parish Plan

- 1) The top line analysis has been completed for the Parish Survey. The full analysis remains to be done.
- 2) It was agreed to form a committee to produce a Parish Plan. Funding can be obtained from WCC for 50% of the cost. The Chairman needs to complete the form by 29th September 2011. As a member of the Parish Council, the Chairman would be on the committee and 2 or 3 more volunteers were asked for. Kate Cooke was the first volunteer and it was hoped that more would follow.

Action: Chairman

8. Proposed Celebrations for Queen's Diamond Jubilee

A letter had been received from the Lord Lieutenant of Warwickshire asking local Councils to participate in a nationwide co-ordinated lighting of Jubilee Beacons on 4th June 2012. The Clerk was asked to circulate the information to the Parish Council and a decision would be made at the next meeting.

Action: Clerk

9. Approval of Accounts for 2010/2011

The accounts for the year ended 31st March 2011 were agreed and signed by the Chairman.

Internal control: It was agreed that:

- 1) Written Financial Regulations would be put in place. Cllr Ward agreed to look at the WALC model and amend it for Sambourne. These will be agreed at the next meeting.
- 2) As good practice, it was agreed that a half yearly 'spot check' of the accounts takes place.

With these measures agreed, the Chairman signed the Annual Governance Statement.

Action: Cllr Ward, Clerk

10. Accounts

The following cheques were signed:

Clerk	Salary	£360.34
HM Revenue	PAYE	76.60
J R Gibbs	Mowing	823.00
AON	Additional Premium	13.74
Cllr Clews	Zen Rental Space	9.58
	Parish Survey analysis	4.00
	Payment to External Auditor	16.00

11. Planning

New Applications made since last meeting:

11/01729/FUL	Dr J Curnow Greenfield Cottage Midletown Lane	Erection of workshop in garden	
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Results of planning since last meeting

11/00942/FUL	Mr C Davis The Croft, Perrymill Lane	Demolition of detached garage and construction of single storey extension	Granted 27/07/2011
11/00920/FUL	Mr C Short 8 Node Hill	First floor extension	Granted 15/07/2011
11/01372/EXT	Mrs J Manning	Extension of time for Listed Building Consent for extension of time	Approved 11/08/2011
10/02294/FUL	Mr N Moon Lynwood, Perrymill Lane	Demolition and construction of new building	Granted 19/7/2011
11/01463	Harcross Timber, The Slough	Addition of razor wire (retrospective)	Gone to Planning 7 th Sept 2011

12. Correspondence

Notice of WALC AGM and papers circulated.

13. Chairman's Business

An invitation had been received to attend an At Home Reception at Shire Hall. Unfortunately nobody was able to attend.

Dates of next meetings

Monday 7 th November 2011 at 7.45 pm Monday 9 th January 2012 at 7.45 pm
