

Minutes of the Parish Council Meeting held on Tuesday 11th July 2023 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chairman
Cllr Nick Moon	
Cllr Rob Clarke	
Cllr Rammy Arafa	
Cllr Neil Edden	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 5 persons present.

1. **Apologies:** Cllr Justin Kerridge (WCC), 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 Annual Meeting and the Parish Council Meeting held on 16th May 2023**

The minutes were approved and signed by the Chairman.

4. Matters arising from the minutes:

Parishes working together: The chairman has contacted 14 parish councils in the area. The majority of parishes have similar issues, budgets are small and the parish spend is dominated by simply running the parish. The question asked is what opportunities are there for parishes to work together to reduce our central costs – this could include insurance, bulk purchase of items such as litter bins and any other items that would benefit from sharing costs.

Ongoing

Footpaths: Cllr Moon reported that he has contacted gate suppliers and now has recommended gates and prices which can be shown to landowners.

The chairman reported that he is installing a locked pedestrian gate at the end of Perrymill Lane, this can then be used as a permissive footpath and link up to the other footpaths. The gate will be kept locked but 50 keys will be cut for the use by people in the parish. Caroline Jackson raised the question of the possible problem of parking in Perrymill Lane. The chairman cannot foresee a problem as Heart of England cannot use the permissive footpath and it will be for local residents only. The parish council will, however, continue to monitor the situation re parking around the Heart of England land.

Ongoing

Redesign of the memorial garden and restoration of the war memorial: Cllr Taaffe has registered our intent to apply for a grant to restore the war memorial with the War Memorial Trust. Three quotes have been sought for the restoration work, one is still to be received.

Cllr Taaffe requested that the meeting be adjourned for a short while to give the councillors the opportunity to go over to the war memorial and look at the suggestions for the restoration work given in the quotes. He invited the members of the public to join the councillors. The question was raised as to whether it would be possible to add the names of fallen soldiers in the second World War and also in other conflicts. The memorial in Sambourne is a First World War Memorial and it may not be possible to add names from other conflicts. However, if it is felt that there is sufficient room on the memorial, the question can be asked of the War Memorial Trust.

The meeting resumed at 7:19 pm. It was agreed that there is a considerable amount of restoration to be done and more lettering to be re-engraved than was realised.

The chairman proposed:

- 1) The work needs doing and when the final quote is received the decision will be made on which provides best value.
- 2) An extraordinary meeting will be held, by zoom, to agree the quote and give agreement for the work to commence.

It was also agreed that it would be beneficial to enter into a maintenance contract for the upkeep of the memorial.

Ongoing

Arrangements for the Arboricultural Survey: The chairman has forwarded the previous arboricultural survey to WCC Forestry. We have brought the date of the survey forward a year because of concerns raised about some trees in the recreation ground. The survey will be carried during this summer.

Timings of meetings: Taken under Agenda Item 5.

5. Timing of Future Meetings

Discussion has taken place concerning the timing of future meetings. Legally we are not allowed to have a meeting before 6:00 pm and also not at a weekend. It is possible to have a consultation meeting at the weekend so, in order to cater for more parishioners, the way forward could be for a particular Agenda item to be discussed on, for example, a Saturday morning. After discussion and taking into account councillors' work commitments, it was agreed that the bi-monthly parish council meeting should remain at 7:00 pm.

6. Refresher Training for the use of the defibrillator

A bleed pack has been donated to the parish by our District Councillor, Neil Edden. This has been installed in the defibrillator cabinet. This new provision was funded by the crowdfund arrangement, but replacement of the pack if it is used or when it expires is not guaranteed. Cllr Rob Clarke is the registered contact for the pack (arranged by Cllr Edden) and he will monitor the condition as part of the regular checks on the cabinet/defibrillator.

It was agreed that:

- 1) A training session for all parishioners is required
- 2) Instructions will be included in The Link as to how to operate the defibrillator.
- 3) The date of the training will be advertised in The Link, on the website and on FaceBook
- 4) A register of those trained will be kept.

A member of the First Responders has agreed to run a training session and a date will be arranged in the Autumn.

Action: All councillors, clerk (to contact First Responder)

7. Review of the Parish Council's Financial Regulations

The amended Financial Regulations had been circulated and agreed by the councillors. It was duly signed at the meeting by the chairman.

8. Review of Risk Assessment RA5.0. Litter bins/Dog waste bins/Grit bins

- Cllr Clarke carried out a review of the Risk Assessment. The grit bin on Kiln Close has been broken and will need replacing. It was agreed that this should be reported on Fix My Street. This grit bin is missing from the Asset Register and it was agreed that the clerk would add it to the Register. It was also agreed that appropriate grit shovels were needed for the bins and the chairman agreed to source and purchase these.
- Cllr Clarke also carried out a visual check of the benches in the village. The bench in Middletown, which was adopted by the parish council, is in need of some attention. It was noted that this bench is to be added to the Asset Register.

Action: Cllr Clarke, Chairman, Clerk

9. Accounts

- I. **Budget Update July 2023:** A copy of the Budget Update had been circulated to all councillors and all were in agreement that the budget is on track for the first three months of the financial year.

- II. **Bank Reconciliations for May/June 2023:** The bank reconciliations for May/June 2023 were approved by all councillors and signed by Cllr Moon and the clerk.

Bank balances as at 1st July 2023:

Current Account: 25,872.58

Deposit Account (Reserves): 8,634.32

- III. **CIL Spreadsheet:** The clerk had circulated the CIL spreadsheet showing income to date.

iv. **List of financial transactions from 16/05/23 – 11/07/23**

PAYEE	DESCRIPTION	AMOUNT
British Gas	Electricity to the Green	26.90
Hugo fox	Website	23.99
BHIB	Insurance	633.26
Zoom	Monthly payment	15.59
Clerk	Salary, Tax, expenses – May 2023	580.55
Hugo Fox	Website	23.99
British Gas	Electricity on the Green	23.76
Zoom	Monthly payment	15.59
Clerk	Salary, Tax, Expenses – June 2023	594.39
Robert Clarke	Defibrillator pads	51.95
Design marc	A4 flyers – SPC	59.50
Namesco	Domain name	22.79
Unity Bank	Service Charge	18.00

- v. **Review of list of keyholders:** The list of key holders circulated by the clerk was agreed and signed. Cllr Taaffe commented that there was only one key for the flag pole and requested permission to have another key cut. This was agreed.
- vi. **Electricity contract:** The clerk had received communication from British Gas concerning the renewal of the contract in December. The clerk was asked to obtain two more quotes before a decision is made.

Action: Clerk

10. Planning

Four Planning applications had been considered since the last meeting:

Property	Details	SPC Comments	Decision
Copper Trees, Middletown Lane	Erection of one/two storey side and rear extensions	Support	Permission with conditions 27 th June 2023

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Sambourne Park, Glorfindel, Sambourne Lane	Loft conversion with rear dormers	No objection	Pending consideration
Wren's Nest, Sambourne Lane	Proposed enlargement of existing dwelling house	Support. Will provide an improvement to the property with minimal impact on surrounding area and properties	Pending consideration
Eastern Hill Farm, Astwood Bank	Prior approval for change of use to 5 dwelling houses	No objection	Pending consideration

The chairman commented that it would be helpful, for consistency, to have a matrix of questions we could ask when every application is discussed. We could also ask planners specific questions, such as should swift bricks on new build be standard. Lighting was also discussed and it was proposed that a Dark Skies Policy be looked at. This could feed into the Parish Plan when it is reviewed.

Action: Chairman, Cllr Clarke

11. Correspondence

Correspondence – 17th May – 11th July 2023			
FOI or GDPR Request	WCC/SDC/WALC/SNT information or Request for Information	General correspondence, accounts and administration	Planning
	122	41	11
Total: 174			

12. Public Participation

David Shaw raised a question concerning the lay-by in Sambourne Lane at Capilano corner. It is badly in need of cleaning out and the footpath on either side is almost completely overgrown. The chairman agreed to report the problem, with a photograph, on Fix My Street.

Action: Chairman

Caroline Jackson raised a question concerning the bench in Middletown. The bench is in need of attention and revarnishing. Residents in Middletown are happy to carry out this work and asked if the parish council would contribute towards the materials. This was agreed and Caroline was asked to forward invoices to the clerk.

13. Chairman's business : None

14. Date of next meetings:

Tuesday 12th September 2023 at 7:00 pm

Tuesday 14th November 2023 at 7:00 pm

The meeting closed at 8:02 pm

Review of Actions from the meeting:

Minute	Name(s)	Action
4	Chairman	Parishes working together - ongoing
4	Clr Moon, Chairman	Footpaths - ongoing
4	Cllr Taaffe	Restoration of the war memorial - ongoing
6	All councillors, clerk	Defibrillator training – Dates and contact
8	Cllr Clarke, Chairman, Clerk	Actions re Risk Assessment RA5
9 (vi)	Clerk	Electricity contract – quotes
10	Chairman, Cllr Clarke	Matrix, Dark Skies Policy research
12	Chairman	Fix my Street – lay-by in Sambourne Lane

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