

Minutes of the Parish Council Meeting held on Tuesday 12th September 2023 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Nick Moon	
Cllr Rob Clarke	
Cllr Neil Edden	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 5 persons present.

1. **Apologies:** Cllr Peter Taaffe, Cllr Rammy Arafa, 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 Parish Council Meeting held on 11th July 2023**

The minutes were approved and signed by the Chairman.

4. **Matters arising from the minutes:**

Parishes working together: The chairman has contacted 14 parishes in the area and has received one reply. The clerk at Ullenhall Parish Council was keen to make contact with local clerks, as she is relatively new to the position. It was agreed that it would be beneficial for all clerks in the local area to network and Teresa agreed to take this forward.

Action: Chairman, Clerk

Footpaths: The chairman has spoken to Agents concerning gates and footpaths, rather than to the land owners, but has had a fairly negative response to date. Cllr Moon had nothing further to report; once agreement is obtained from the landowners the project will be able to go forward. The chairman reported that he has now opened up the track at the end of Perrymill Lane, which can be used as a permissive footpath to link up to the other footpaths. The gate is kept locked (apart from one day a year) and keys have been issued to those who have asked. It is also proposed to install a stile.

Ongoing

Restoration of the war memorial: Taken under Agenda Item 6

Defibrillator training: Taken under Agenda Item 7

Actions re Risk Assessment RA5: Cllr Clarke has contacted Stratford District Council and confirmed that the grit bins in Sambourne are filled by the District Council but the Parish Council is responsible for the maintenance of the fabric of the grit bins. It was agreed that a new grit bin will be purchased at a cost of approximately £120 + delivery, to replace the damaged bin in Brickyard Lane.

Action: Chairman

Dark Skies Policy research: Cllr Clarke has started research on a Dark Skies Policy.

Ongoing

Lay-by in Sambourne Lane: The tree part has been cleared but there is still work to be done to clear the grass on the footpath.

5. Update on meeting with Nadhim Zahawi MP – 21st July 2023

The Chairman, Cllr Taaffe, Cllr Clarke and the Clerk met Mr Zahawi for a short, pleasant and business-like meeting in the parish room. The meeting convened to the Green to look at the War Memorial. Cllr Taaffe outlined the plans for the restoration work and Mr Zahawi agreed it was important to maintain this First World War Memorial for the village of Sambourne.

There were two main foci for discussion – traffic in Sambourne and fly tipping.

Traffic:

- i. The message was that there was no point in just addressing the traffic in Sambourne, as it is an area problem. The volume of traffic around Studley, Sernal and Astwood Bank is pushing traffic through Sambourne and the surrounding lanes. This is a problem that needs to be addressed.
- ii. There was also discussion about different approaches to traffic calming and how technology could be used for traffic calming measures that don't require street lighting. Pressure needs to be put on the government to review the guidance on the requirement for street lighting.

Fly tipping:

- i. With the increased levels of fly tipping and the lack of prosecutions, there is a need to review the legislation. At present it is illegal for parish councils to install covert cameras, which is the only positive way to identify fly tippers. There is little incentive at present to report fly tipping to Stratford District Council as very few prosecutions are made. It was also pointed out that unless there is improved access to council tipping sites, the problem will never be resolved.
- ii. The chairman thanked Neil Edden for the information that there is now a National Register of Fly Tipping. Every time an incident of fly tipping is reported that information will go into the regional statistics and the situation will be monitored.

6. Restoration of the War Memorial

In the absence of Cllr Taaffe, the chairman asked Cllr Clarke to take this item.

Cllr Clarke reported:

- I. Three tenders had been sought and, after due consideration, the decision was made to accept the quote from M Power and Sons Ltd for the sum of £5,383.20 inc VAT.
- II. Cllr Taaffe has approached the War Memorial Trust for a grant towards the restoration. It is, however, unlikely that we would be eligible as the parish council received a 50% grant towards repairs to the memorial in 2014. Cllr Taaffe will, as a matter of course, submit the Grants Pre-application form.
- III. The chairman stated that, regardless of whether a grant is forthcoming, the repairs should be made. The war memorial is important to the village and the parish council has responsibility for its maintenance.

The following was proposed:

Cllr Clarke proposed that the work be undertaken by M Powers & Sons Ltd at a total cost of £5,383.20 inc VAT. This work should commence immediately, regardless of whether or not a grant is obtained.

There was unanimous agreement.

Ongoing maintenance of the War Memorial: Once the memorial is stabilised, a programme of maintenance needs to be put in place and quotes sought to ensure its preservation for the future.

Action: Cllr Taaffe, Cllr Clarke

7. Date for Refresher Training on use of the Defibrillator

After discussion it was agreed that the training should be held on a Saturday in October and it would be beneficial to hold two training sessions on the same day. One session to commence at 11:00 and the other at 14:00. The clerk was asked to contact Kevan Skidmore to arrange the date and timings. It was also agreed that a log of those trained in the use of the defibrillator be kept and maintained.

Action: Clerk

8. Use of the Recreation Ground

The parish council has been made aware that at times during the summer holidays the recreation ground was being used by young people late into the evening, thus causing a disturbance to local residents.

After discussion, it was agreed that the recreation ground should be closed at 11:00 pm and signage displayed as follows:

Closed from 11:00 pm – 6:00 am
No unauthorised BBQs or fires
Sambourne Parish Council

Cllr Moon was asked to source and install the signs.

The chairman also reported that the tree survey on the recreation ground and the Green has now been completed by WCC Forestry and the Report is awaited.

Action: Cllr Moon

9. Review of the Parish Council's Standing Orders

The Standing Orders had been reviewed by all councillors. It was agreed that the Standing Orders should be agreed and signed at this meeting, with a further review in September 2024.

It was felt that item 18 – Financial Controls and Procurement - should be looked at more closely before the next review in September 2024. It was felt that the tender process concerning contracts for the supply of goods, materials and services is too onerous for a small parish council and should be tailored accordingly.

Action: Clerk (to action before May 2024)

10. Warwickshire and West Midlands ALC's AGM

The AGM of the above will be held on Wednesday 15th November 2023 at Stratford Town Hall, commencing at 1:00 pm. Councillors and clerks are encouraged to attend this meeting, at which there will be presentations during the afternoon and the opportunity to meet key suppliers to the sector. The cost is £10 per delegate.

The AGM will be held in the evening and we have been asked to nominate a voting representative, plus one reserve. The following agreed:

- Chairman Adam Quinney Voting representative
- Cllr Rob Clarke Reserve

Action: Clerk, Councillors

11. Accounts

- i. **Budget Update – August 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 five months of the financial year.

- ii. **Bank Reconciliations for July/August 2023:** The bank reconciliations for July/August 2023 were approved by all councillors and signed by Cllr Moon and the clerk.

Bank balances as at 1st September 2023:

Current account:	24,568.72
Deposit account:	18,634.32

- iii. **List of financial transactions from 12/07 2023 – 12/09/2023:**

PAYEE	DESCRIPTION	AMOUNT
British Gas	Electricity to the Green	20.51
Hugo Fox	Website – July 2023	23.99
Zoom	Monthly payment – July 2023	15.59
Clerk	Salary, Tax, expenses – July 2023	554.40
Coughton/Sambourne PCC	Room Hire	85.00
British Gas	Electricity on the Green	24.79
Zoom	Monthly payment – August 2023	15.59
Clerk	Salary, Tax, Expenses – August 2023	539.00
Hugo Fox	Monthly payment – August 2023	23.99

- iv. **Revised Unity Bank Mandate:** A revised bank mandate has been drawn up to reflect the revision of authorisation rights of councillors. This mandate was duly signed and will be uploaded to the Unity Bank website.

Action: Clerk

12. Planning

Three planning applications had been considered since the last meeting:

Ref No	Property	Details	SPC Comments	Decision
23/01581/AAPA	Wren's Nest, Sambourne Lane	Proposed enlargement of existing dwelling house.	Support. Improvement to the property with minimal impact on the surrounding area	Granted 31/07/2023
23/02309/AGNOT	Land adjacent to the Slough. Allely Holdings	Infilling of depression within existing agricultural land	(Absention AQ) No objection	
23/02310/AGNOT	Land off Bromsgrove Road. Allely Holdings	Infilling of hollow within existing ground agricultural ground	(Absention AQ) No objection	

There is a concern that the parish council is not always notified about every planning application, in particular when the application is for permitted development. Cllr Neil Edden agreed to raise the question re consultation with the planning department.

Action: Cllr Edden

13. Correspondence

The chairman reported that there had been more activity in the previous two months, due to the receipt of three Freedom of Information Requests and follow-ups to complaints and procedural queries.

Correspondence – 12 th July 2023 – 11 th September 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
19	3	82	40	10
Total: 154				

14. Public Participation:

Phil Jones raised the following question and asked the parish council to look into it:

The footpath that runs behind the Sambourne Park houses is becoming increasingly obstructed by the overgrown leylandii hedge. A short section of path runs between this hedge and a bramble covered fence, leaving little space between the two. In wet weather walkers will get soaked.

The residents of the house concerned are newcomers to Sambourne and the chairman agreed to call in and welcome them to Sambourne. There is a WCC definitive map of all the footpaths, which gives details of the width of the paths. The chairman will access and refer to this Guide and then speak to whoever is responsible for ground maintenance in Sambourne Park to ensure that the footpaths remain clear and signs are clearly visible. The chairman also suggested that posters could be put in the notice boards, reminding land owners of their responsibility to trim their hedges back to within a metre of the road. The contact number of the WCC contractors for hedge cutting could be incorporated into the notice.

Cllr Moon has spoken to the local Ramblers groups and volunteers have offered to come to Sambourne to help clear the more overgrown paths.

Action: Chairman, Cllr Moon

The other area of concern is towards the end of Green Lane, on the Worcestershire side, which is so overgrown that the road signs are obscured. There is also an overhanging branch, that has already caused an accident. The chairman has reported this to Redditch Borough Council, who own the land, but no action has been taken. Cllr Neil Edden agreed to ask Cllr Peter Hencher-Serafin to take this matter up, as this area is in his remit.

Action: Cllr Neil Edden, Cllr Peter Hencher-Serafin

Cllr Neil Edden reported that there is a spare trauma pack available, which could be sited in the Sambourne area. After discussion it was agreed that a suitable location would be Rough Hill Farm shop.

Action: Cllr Neil Edden

15. Chairman's Business

The chairman and Cllr Taaffe met with a resident in Middletown concerning the complaint about overgrown verges. The parish council will ask WCC to put this area on their verge trimming schedule. The chairman will also contact the Agent for the land to ask for the hedges to be cut.

Action: Chairman, Cllr Taaffe

16. Dates of next meetings

Tuesday 14th November 2023 at 7:00 pm

Tuesday 9th January at 7:00 pm

The meeting closed at 7:50 pm

Review of Actions from the meeting:

Minute	Name(s)	Action
4	Chairman, Clerk	Parishes working together – ongoing. Clerk to contact clerk at Ullenhall parish council
4	Cllr Moon, Chairman	Footpaths - ongoing
4	Chairman	Purchase grit bin for Brickyard Lane
4	Chairman, Cllr Clarke	Matrix, Dark Skies Policy research. Ongoing
6	Cllr Taaffe, Cllr Clarke	Restoration of the War Memorial and ongoing preservation
7	Clerk	Confirm date for defibrillator training

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8	Cllr Moon	Signs for the recreation ground
9	Clerk	Review of Standing Orders prior to May 2024
10	Councillors, Clerk	Warwickshire and West Midlands ALC's AGM. Registration and attendance
11(iv)	Clerk	Submission of Unity Trust Bank Mandate
12	Cllr Edden	Notification of planning applications
14	Chairman, Cllr Moon	Overgrown footpaths, Notices for boards
14	Cllr Edden, Cllr Hencher-Serafin	Green Lane – overgrown hedges, trees and obscured road signs
14	Cllr Edden	Siting of trauma pack at Rough Hill Farm shop
15	Chairman, Cllr Taaffe	Contact WCC and land Agents re overgrown verges and hedges

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