

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

Minutes of the Parish Council Meeting held on Tuesday 10th January 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 Peter Hencher-Serafin	SDC (Studley with Mappleborough Green)
Cllr Neil Edden	SDC (Studley with Sambourne)
Teresa Murphy	Clerk

There were 8 persons present.

1. **Apologies:** Cllr Justin Kerridge (WCC)
2. **Disclosures of Interests:** Cllr Quinney declared an interest on planning application 22/03447/FUL – Reins Farm.
3. **To approve the Minutes of the meeting held on 8th November 2022:**
4. **Matters arising from the minutes of the meeting held on 8th November 2022**

Minute 5: The clerk confirmed that the mowing contract for 2023/24 had been confirmed with J R Gibbs.

Minutes 6/8: The clerk confirmed that the documents had been uploaded to the website.

Minute 8(i): The clerk confirmed the Precept request for 2023/24 had been completed and forwarded to SDC.

Minute 8(ii): Cllr Quinney has spoken to the chairman of Coughton Parish Council about how the two parishes could work together. A consideration would be to have an informal meeting once a year with the two parish councils, the Sambourne Trust and the Village Association to discuss future plans and possible ways of working together. The sharing of costs for certain projects could also be explored.

Minute 12: The chairman has contacted a few parish councils about traffic congestion and sending a joint letter to our MP. Ongoing.

Ongoing: Cllr Moon reported that funding had now been secured towards putting in more accessible gates along two routes. On 19th January he will be walking these routes with the Ramblers Association and WCC. The intention is that the project plan will be finalised in the Spring, with intent for the project to be up and running in the summer of 2023.

Ongoing: There has been notification that WCC Highways Department will be working on the area outside Southfields between 1 – 3rd March 2023. A new gulley and drainage will be fitted. This is welcome news as the flooding problem goes back many years.

5. Community Infrastructure Levy

The clerk reported that in the financial year 2022-23 Sambourne Parish Council has received £1,422.75 from Stratford District Council. Individual parish councils are able to determine how their portion of CIL receipts is spent, following criteria as set out by CIL regulations.

The parish council has had discussions in the past concerning the re-design of the war memorial garden, to make it more sustainable and easier to maintain. The war memorial also needs cleaning and some minor repairs made. The war memorial and garden are central to the parish and the Green is used for many events and there was, therefore, unanimous agreement that this project should be investigated and taken forward.

- All councillors were asked to seek the opinion of parishioners, as appropriate.
- Cllr Taaffe was asked to investigate the possibility of obtaining a grant towards the repairs from the War Memorial Restoration Fund.
- Costings for re-design of the garden to be sought.

Once the information is gathered, a decision can be made.

6. Code of Conduct Complaint

Cllr Nick Moon read out the following statement:

In December 2021 an Investigation was commissioned by SDC into complaints against myself in respect of alleged breaches of the Code of Conduct. The complaints were made by a parishioner who, in the interests of confidentiality shall not be named.

The investigation was carried out by an External Investigator, a senior solicitor with significant experience in both the public and private sector.

The length of the investigation was prolonged due to the volume of email correspondence sent by the complainant to the investigating solicitor. Further delay was caused as an additional complaint against me was made, which also had to be investigated.

After 11 months, a final version of the investigation report was released to the Deputy Monitoring Officer in November 2022. The findings of the investigation report were as follows:

- a. There is not sufficient evidence to justify a finding that Cllr Moon was in capacity on 30th October 2021.
- b. There is sufficient evidence to justify a finding that Cllr Moon was in capacity on 13/14th November 2021.
- c. There is not sufficient evidence to justify a finding that on 13/14 November 2021 Cllr Moon was in breach of the Code of Conduct in respect of allegations of disrespect or bringing the role of a councillor into disrepute.
- d. There is insufficient evidence to justify a finding that Cllr Moon disclosed confidential information.
- e. There is sufficient evidence to justify a finding that Cllr Moon was in capacity when he spoke to the complainant at the village fete on 25th June 2022.

- f. There is sufficient evidence to justify a finding that Cllr Moon was in breach of para 8.3 of the Code of conduct on that occasion.
- g. There is insufficient evidence to justify a finding that Cllr Moon was in breach, at either time, of any of the Nolan principles.

On his reading of the report, the Deputy Monitoring Officer at SDC made the following comments, documented in an email to Cllr Moon:

'I am satisfied with the External Investigator's report and accept her finding that there is insufficient evidence you have breached the Code of Conduct. Accordingly, no further action will be taken in relation to the complaint. I have informed the complainant of this outcome.'

Cllr Moon concluded his statement by saying:

This ends a very difficult and stressful time for me and my family. I will not be commenting any further on this matter, except to say that the cost of this investigation amounted to more than £15,000. I think the complainant should reflect on the multiple investigations that have been instigated and the time and resulting cost to the tax payer of these investigations.

7. District and Parish Elections Thursday 4th May 2023

Parish Council elections will be held on Thursday 4th May 2023. The chairman encouraged parishioners to find out more about becoming a parish councillor. Information sessions will be held by SDC on 26th January (Elizabeth House) and 30th January (Southam). Details on the notice boards and on the parish website.

8. To approve the following revised Risk Assessments

The following Risk Assessments have been reviewed and any amendments actioned:

- RA 6.1 Recreation Ground
- RA 9.0 Pavements

Confirmation of completed action to be reported at the next meeting in March 2023.

9. Accounts

- i. ***Statement of Internal Control.*** The document had been circulated to the councillors and agreed. It was approved and signed by the Chairman.
- ii. ***Budget Update:*** A copy of the budget to date had been circulated to the councillors. The clerk reported that in year savings have been made and the budget headings are on target. VAT has been claimed to date.
- iii. ***Renewal of CPRE subscription for 2023/4:*** After discussion, it was agreed to renew the membership for a further year.
- iv. ***Renewal of insurance for 2023/24:*** SPC uses the BHIB for insurance. This company is recommended by NALC and is tailored for parish council use. It was agreed that this was appropriate for our purposes and the renewal should go ahead.
- v. ***Bank reconciliations for November/December 2022:*** The bank reconciliations had been signed by the clerk and were approved by all councillors.

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vi. **List of financial transactions from 09/11/2022 – 09/01/23:**

Clerk	Expenses – November	34.10
Clerk	Salary – November	567.40
HMRC	Clerk’s Tax	141.80
Laurence Evans	Christmas Tree	250.00
Clerk	Zoom payment - November	14.39
Hugo Fox	Website	23.99
PCC	Room Hire	95.00
Clerk	Zoom payment – December	14.39
Clerk	Expenses – December	26.00
Clerk	Salary – December	399.40
HMRC	Clerk’s Tax	99.80
Unity Bank	Service charge	18.00

10. Planning

Five planning applications were considered

Property	Details	SPC Comments	Decision
Sambourne Park, Gorfindel	Loft conversion	No objection as long as SDC satisfied that size of expansion does not exceed Green Belt guidelines	Application withdrawn 13/12/2022
11-16 Chestnut Court, Jill Lane	Variation re change of use of office space	No objection	Pending consideration
Wheelwright House, Sambourne Lane	Construction of single storey rear and side extensions	No representation	Permission with conditions 15/12/2022
Aberdour, Oak Tree Lane	Demolition of existing garage and installation of extension	No objection	Permission granted 05/01/2023
Reins Farm, Oak Tree Lane	Conversion of barn to No 1 dwelling (part retrospective)	No objection. Abstention Cllr Quinney	Pending consideration

11. Correspondence

Correspondence – 9 th November 2022 – 10 th January 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
1		131	55	17
Total: 204				

12. Public Participation

Two questions had been received under Public Participation

Question 1 – Mr Patrick Knight re CSW

Cllr Taaffe responded as follows:

How often do you deploy

A team of 8 people volunteered during the summer of 2021. Unfortunately, 5 dropped out before we commenced - 3 from Middletown and 2 from Sambourne. Following a number of requests, a further 3 applied and SPC now has a total of 6 volunteers, with 2 trained camera operators.

To run a speed survey 3 people are required as the minimum, one operating the camera, one completing the report form and one observing H&S and counting the traffic with a clicker which Warwickshire Police supplied. Warwickshire Police also supplied 2 CSW signs and 3 hi-vis vests, which must be worn.

All volunteers have been vetted by the Police and given safety training by the local SNT officer. The laser gun is an Ultralyte 100 speed laser, as approved by Warwickshire Police.

SPC deploys as and when 3 of the team are available, the aim is 2 per month during good weather. The first session was September 2021, using the SNT laser gun. This was not ideal and the possibility of sharing a gun with a neighbouring pc was explored. This proved problematic and the decision was made to purchase our own. The new gun arrived in March 2022 and since then we have completed 8 sessions in 10 months. 986 vehicles were checked between the hours of 16:00-18:00, with 36 found speeding – 3.6%. An early morning session had been arranged but was aborted due to inclement weather.

Do you keep records of vehicle speeds and how is that information stored

Records are kept and are added to the pc website under 'Community Speed Watch'. In addition, after each session a report form is emailed to Warwickshire Police Road Safety Unit. Once the report is processed Cllr Taaffe receives confirmation of the appropriate action on those vehicles found speeding. SPC is **not** advised of the name of the driver or their address.

How many locations are used, have they been approved and risk assessed

There are currently 3 areas that have been approved and risk assessed. Middletown Lane, Middletown, Oak Tree Lane and the Village Green.

Are you considering alternative locations

Other areas have been requested but have been declined on H&S reasons. It is the intention to request further areas now we have more experience and data to work with. The guideline for a location is there should be a 200mtr line of site. This is to enable vehicles to see the group in time and allow time to assess speed and then perform a check with the device.

Do you have a liaison SPOC within the safety camera team

A member of the SNT team at Alcester Police is our Single Point of Contact.

Do you enforce in the area of the gated scheme to judge its effectiveness

We can only operate in the areas approved by the police and must meet H&S requirements. Twin pipes were located at each gateway prior to the gateways being installed in September 2020 and since March 2022 this data can be viewed on the pc website under 'automatic traffic control data.

Do you have a co-ordinator

Yes, Cllr Peter Taaffe.

When was the device calibrated, recalibrated and do you keep records of this

The device is due for calibration at the end of January 2023, the cost is covered by Warwickshire Police.

SPC has been advised to run a CSW when road and weather conditions are considered safe to do so. CSW checks shall not be undertaken in thick fog, icy conditions and during heavy rain. During 2022 there were two aborted sessions, August due to very hot conditions and November due to inclement weather. It is our intention to arrange early morning sessions, assuming the volunteers are available.

In conclusion, Cllr Taaffe thanked Mr Knight for his excellent questions enabling the Parish Council to update parishioners on the work of the volunteers of the Community Speed Watch team. Cllr Taaffe would like to invite Mr Knight to join the CSW team, where his undoubted experience will be extremely valuable.

Cllr Taaffe reported that he had that morning received an email from Alcester Police regarding revisiting the risk assessments. The police officer commented that he had 6 areas with CSW teams and Sambourne was in the top 2 for activity. Cllr Taaffe thanked the volunteers for this achievement.

Question 2: Mr Peter Joynes re volume of traffic

Does the Parish Council still believe that there is no speeding issue along Middletown Lane, with the massive increase in traffic since July 2022

The chairman agreed that there has been a large increase of traffic. Traffic has increased due to various reasons – for example congestion in neighbouring areas. Unfortunately, due to WCC restrictions concerning street lighting there is nothing more the parish council can do to physically control the speed of traffic.

Pete Joynes asked if it would be possible to request the deployment of twin pipes on Middletown Lane. The chairman replied that it would be more beneficial to continue to press Warwickshire Police and WCC for a mobile speed indication sign, which could be moved around the village. This would have a more long-term result. The chairman suggested this may be a project that could be shared with Coughton Parish Council and would begin investigations.

13. Chairman's Business

The chairman and Cllr Jones had inspected some trees in the recreation area. There are a couple of dead elms and arrangements will be made to cut these down.

14. Date of next meeting:

Tuesday 7th March 2023 at 7:00 pm

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 2023 7:30 pm

Review of actions from the meeting:

Minute	Name(s)	Action
4 8(ii)	Chairman	Parishes working together. Ongoing
4	Cllr Moon	Action on footpaths. Ongoing
5	All councillors	Information gathering
8	Clerk	Action taken on Risk Assessments
12	Chairman	Investigate sharing of mobile speed indicator
13	Chairman	Felling of dead elm trees

The meeting closed at 19:50