

Minutes of the Parish Council Meeting held on Tuesday 16th May 2023 at 7:30 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 8 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 meeting held on 7th March 2023**

The minutes were approved and signed by the Chairman.

4. **Matters arising from the Minutes of the Meeting held on 7th March 2023**

Parishes working together: The chairman reported that he had been speaking to other councils about working together.

Ongoing

Footpaths: Cllr Moon and the Chairman are planning to speak to landowners over the coming months concerning the development of footpaths and the best use of the monies available.

Ongoing

Memorial garden and restoration of the war memorial:

- Cllr Taaffe reported that restoration work on the war memorial was last carried out in 2013 and further restoration is now required. The parish council can apply to the War Memorials Trust for a grant towards funding the restoration work. The clerk has been in contact with the Warwick Archives Office and located the appropriate minutes of the parish council meeting held in 1920 that confirms Sambourne Parish Council's ownership of the war memorial. This will enable Cllr Taaffe to apply for a grant.
- Phil and Sue Jones have kindly offered to keep a watchful eye on the memorial garden until the restoration work on the memorial is completed.

Ongoing

Mobile speed indicator: If a mobile speed device were to be purchased it would have to be funded through the parish council.

King's Coronation: As had previously been agreed, this celebration would be incorporated into the Mini Fest.

Purchase of Union Jack Flag: Cllr Taaffe reported that the flag had been purchased and was flown in time for the Coronation.

Election paperwork: The clerk reported that all paperwork has been completed.

Discussion on public participation: To be dealt with under Agenda Item 6.

Dog fouling in the Recreation Ground: To be dealt with under Agenda Item 5.

5. Dog Fouling in the Recreation Ground

The chairman reported that, since the last meeting, there has been less evidence of dog fouling in the recreation ground. It was agreed that no action would be taken at the present time but if the problem reoccurs further measures would be taken.

6. Procedure for the raising of items in Public Participation

If a parishioner wishes to raise an item in Public Participation the requirement has been to email the clerk with details of the item to be raised. The chairman proposed that, although this is still the preferred route, some people may prefer to contact a councillor directly, either in person or by email. If that is the case they are welcome to do so. A list of the councillors' email addresses is on the website: www.sambourneparish.org.uk. We would, however, ask that the matter is raised before the Friday preceding the meeting, to give the councillors time to consider the question.

There was unanimous agreement to this proposal.

7. Accounts

- I. **Budget Update May 2023:** A copy of the Budget Update had been circulated to all councillors and all were in agreement.
- II. **Bank Reconciliations for March/April 2023:** The bank reconciliations for March/April 2023 were approved by all councillors and signed by Cllr Moon and the clerk.
Bank balances as at 1st May 2023:
Current Account: 23,435.00
Deposit Account (Reserves): 8,585.97

III. List of financial transactions from 06/03/23 -16/05/23

PAYEE	DESCRIPTION	AMOUNT
British Gas	Electricity to the Green	25.06
WALC	Training	42.00
Cllr Taaffe	Union Jack Flag	166.68
HMRC	Clerk's Tax	99.80
Clerk	Salary	399.40
Clerk	Zoom payment	15.59
Clerk	Expenses	55.70
Unity Bank	Service charge	18.00
Hugo Fox	Website	23.99
SLCC	Membership subscription	112.00
British Gas	Electricity to the Green	25.75
WALC	Membership subscription	306.00
Clerk	Zoom payment	15.59
Clerk	Expenses	28.70
HMRC	Clerk's Tax	99.80
Clerk	Salary	399.40
Eleanor Choudry	Audit Fee	230.00

IV Final Report from the Auditor 2022-2023: The clerk reported that a favourable Final Report for 2022-23 had been received from the Auditor.

The chairman summarised by saying that, because of in-year savings, we have a healthy budget. The council will be meeting to set a new budget in the coming months. Sambourne's precept is one of the lowest in the county and discussions will take place to plan carefully over the next three years, in order to avoid the need to raise the current precept.

10. Planning

Three 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 green belt and Conservation Area	Permission with conditions 09/03/23
Tudor House, Middletown Lane	Two storey side and rear extension	SPC has no objection but looks to SDC Planning to assess whether proposed volume increase is excessive	Refusal. 13/03/23

Copper Trees, Middletown Lane	Proposed single storey side/rear extension	Support. Balanced extension to the house and is reasonable	Provisional approval not required.
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11. Correspondence

Correspondence – 7th March – 16th May 2023 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
2		119	45	6
Total: 172				

12. Public Participation

No matters raised.

13. Chairman's business

The last survey of trees in the parish was carried out in February 2020. The chairman proposed a full arboriculture survey is carried out. The clerk was asked to contact Jason Tombs of WCC Forestry to arrange this.

Action: Clerk

14. Dates of next meetings:

Tuesday 11th July 2023 at 7:00 pm

Tuesday 12th September 2023 at 7:00 pm

The timing of meetings was discussed, and it was agreed that this would be an Agenda item for the July meeting.

Action: Clerk

Review of Actions from the meeting:

Minute	Name(s)	Action
4	Chairman	Parishes working together
4	Cllr Moon	Footpaths
4	Cllr taaffe	Redesign of memorial garden and restoration of war memorial (CIL)
13	Clerk	Arrangements for Arboriculture Survey
14	Clerk	Timings of meetings – Agenda 11 th July 2023

The meeting closed at 7:50 pm

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