

SAMBOURNE PARISH COUNCIL
Sambourne - Warwickshire

www.sambourneparish.org.uk

Minutes of the Parish Council Meeting held on Tuesday 19th March 2024 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Peter Taaffe	Vice-Chairman
Cllr Rob Clarke	
Cllr Neil Edden	Studley South
Teresa Murphy	Clerk

There were 8 parishioners present.

1. **Apologies:** Received and accepted from Cllr Nick Moon, Cllr Rammy Arafa, Cllr Peter Hencher-Serafin and Cllr Justin Kerridge
2. **Disclosures of interest:** None
3. **To approve the minutes of the Parish Council Meeting held on 9th January 2024**

The minutes were approved and signed by the Chairman.

4. **Matters arising from the Minutes of the meeting held on 9th January 2024**

Parishes working together: Ongoing

Dark Skies Policy: Information gathered on a Dark Skies Policy will be incorporated into the review of the Parish Plan. **Ongoing**

Quotes for tree clearing: The work in the recreation ground has been completed by a local contractor.

Meeting with WCC Localities Officer re flooding: Taken under under Agenda item 5

Agree wording to FOI Policy: Taken under Agenda Item 6

5. **Flooding in Middletown and by Spinney Cottage – Update**

Spinney Cottage: The chairman reported that WCC has carried out some jetting in the past week. In the process of the jetting process, problems were identified in the drains by Spinney Cottage. He has again contacted WCC to ensure that the remedial work required is a priority.

Cllr Taaffe reported on the flooding in Middletown Lane:

Middletown Lane, Studley end: Following various communications with WCC, a plan has been formulated to resolve the flooding issue on Middletown Lane (B80 7PW). This will

require a road closure, so it is likely to be a number of months before work is completed. For full details of the proposed works go to our website www.sambourneparish.org.uk and click on the Warwickshire County Council tab.

Middletown Lane : by the Village Green: This was reported in the minutes of the last meeting. A further update from the Area Surveyor has been received as follows: *'The problem by The Green. A jetting job has been raised and I have asked for this to be prioritised, this is in my top 5 jobs in my area. I am hopeful this will be done in the coming weeks. When I am given a date, I will be sure to let you know.'*

The chairman commented that contact with the WCC Area Surveyor had been straightforward and positive. The problem is that the county is overwhelmed with flooding issues.

The chairman also reported that he is in correspondence with Great Alne parish council to see what resources could be shared in times of emergencies when flooding occurs.

To report issues such as Flooding, Pot holes, Crumbling road edges, Water leaks, Blocked drains:

Parish Council website – www.sambourneparish.org.uk – click on Tab Fix my street

WCC website: <https://www.warwickshire.gov.uk/reportaproblem>

Or : Call 01926 412515 or email countyhighways@warwickshire.gov.uk

Action: Chairman – liaison with Great Alne

6. Policies for Review/To be Adopted

Standing Orders: The Standing Orders were reviewed and a discussion took place concerning Item 18 of the Orders - Financial Controls and Procurement. Following this discussion it was agreed that the wording should be unchanged and the document would be signed at the meeting on 7th May 2024.

Action: Clerk

Freedom of Information Policy and Publication Scheme: The Policy was reviewed at the meeting held on 9th January 2024. The amendments agreed at that meeting have been incorporated into the Policy and it was signed by the chairman.

Equality and Diversity Policy: The Policy was reviewed and no changes were made. The Policy will be adopted and signed at the meeting on 7th May 2024.

Action: Clerk

Data Protection Policy: The Policy was reviewed and no changes were made. The Policy will be adopted and signed at the meeting on 7th May 2024.

Action: Clerk

Asset Register: The Asset Register was discussed. It was agreed that the Register should only contain items of material value that, if damaged or stolen, would need to be replaced for insurance purposes.

Asset Risk Assessment Register: Two Risk Assessments were highlighted for updating:
RA7.0: Cast Iron Finger posts. Cllr Clarke agreed to carry out the review of this Risk Assessment.

RA10.0 Gateways/Road Markings/Speed Signs etc: Cllr Taaffe agreed to carry out the review of this Risk Assessment

Action: Cllr Clarke, Cllr Taaffe, Clerk

7. Accounts

Statement of Internal Control and Annual Review (SIC): The SIC was agreed and signed by the chairman.

Budget Update 19th March 2024: The clerk reported a healthy budget for the end of the financial year 2023/4, with the expectation of a modest carry-forward for the following year. A deficit budget had been set for the year 2023/24 and the chairman congratulated the councillors for their efforts in clawing back monies and negating the need for an increase in precept.

Bank Reconciliations for January/February 2024: The bank reconciliations were agreed and signed by Cllr Taaffe.

Bank balances as at 29th February 2024:

Current Account: 20,628.84
Deposit Account: 18,866.53

List of financial transactions from 8th January 2024 – 19th March 2024

PAYEE	DESCRIPTION	AMOUNT
Hugo Fox	Website - January	23.99
Amazon	Epson printer	234.06
BG Lite	Electricity to the Green	16.79
ICO	Annual subscription	35.00
A V Theodoridis	Tree maintenance – recreation ground	550.00
Clerk	Zoom monthly payment	15.59
Clerk	Salary/Expenses/HMRC – January	577.10
Hugo Fox	Website - February	23.99
BG Lite	Electricity to the Green	19.81
CPRE	Annual subscription	60.00
Clerk	Zoom monthly payment	15.59
Clerk	Salary/Expenses/HMRC	585.40
Hugo Fox	Website - March	23.99

The clerk requested that the previously agreed invoices could now be authorised for:

- i. Renewal of SLCC membership for 2024/25
- ii. Electrical inspection carried out by G S Adams.

There was unanimous agreement.

Draft Interim Report from Auditor: The Report is not yet completed and will be circulated as soon as it is available.

Action: Clerk

8. Planning

Three planning applications have been received since the last meeting.

Ref No	Property	Details	SPC Comments	Decision
23/02460/FUL	7 Chestnut Court, Jill Lane	Change of use from office to education facility for disabled young people	Support	
24/00189/ADJCON	75A The Slough	Conversion and extension of detached double garage	No objection	
24/00403/FUL	Early Birds, Perrymill Lane	Remodelling of an existing dormer bungalow		

9. Correspondence

The correspondence has been steady in this period.

Correspondence – 9 th January 2024 – 19 th March 2024				
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	0	80	35	15
Total: 132				

10. Public Participation

Cllr Kerridge was unable to attend the meeting, but he emailed this report:

- Brickyard Lane, from the laser games (old golf centre) to the cycle path exit, will be partly resurfaced starting this week.
- The gulleys further on towards Green Lane will be jetted, as they are currently flooding and adding to problems on Green Lane towards Redditch Road.
- The mid-road safety signage around Jill Lane/Slough junction has been reported for cleaning and any illumination to be fixed.
- I have no updates on work on flooding in Sambourne South, beyond that given to the PC by Dylan White, WCC, ie Spinney Cottage gulleys due to be jetted; Middletown Lane by the Green due to be jetted and water diverted to stream; Middletown Lane (Jubilee end) new gullies and culvert due to be installed to take water from field to ditch.

There had been no items for public participation received. The chairman, however, welcomed any relevant comments from the floor.

- One comment was raised concerning work being carried out by WCC at the beginning of March on the verges in Perry Mill Lane. As far as could be seen, there was little need for repair work in this area. There are many other areas in Sambourne that would benefit.
- The second issue concerned the lay-by near Middletown Farm, where the catchment drain is damaged. The chairman asked for a photograph of the drain and he would report it on the WCC website.
- Charles Farran thanked the chairman for clearing the verges in Middletown Lane.
- A reminder was given to report any problems concerning the highways to:
<https://www.warwickshire.gov.uk/reportaproblem>

11. **Chairman's Business:** There was no chairman's business.

12. Dates of next meetings:

- **Tuesday 7th May 2024:**

Annual Parish Assembly	6:30 pm
Annual Parish Meeting	7:00 pm
Parish Council Meeting	7:30 pm
- **Tuesday 9th July 2024** **7:00 pm**

The meeting closed at 7:40 pm

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Review of Actions from the meeting:

Minute	Name(s)	Action
4	Chairman	Parishes working together - Ongoing
4	ClIr Clarke	Dark Skies Policy – Ongoing
5	Chairman	Contact with Great Alne PC re flood resources
6	Clerk	Policies
6	ClIr Clarke	Review of Finger Post Risk Assessment
6	ClIr Taaffe	Review of gateways/road markings/signs R/A
7	Clerk	Draft Interim Report

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