

Minutes of the Parish Council Meeting held on 13th January 2026 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Caroline Jackson	
Cllr Rob Clarke	
Cllr Mike Bailey	
Cllr Neil Edden	SDC Studley South
Cllr Luke Cooper	WCC
Teresa Murphy	Clerk

There were 8 parishioners present.

1. **Apologies:** Cllr Peter Hencher-Serafin (SDC Studley North) apology received and accepted
2. **Disclosures of interest:** Cllr Caroline Jackson – Agenda Item 6
3. **To approve the minutes of the Parish Council Meeting held on 11th November 2025**

The minutes were agreed and signed by the Chairman.

A query had been raised concerning Agenda Item 11.1. It was agreed that line 6 of the minute should be revised as follows:

The quote for the most urgent work, following the Quinquennial Inspection, was £27,825. This quote includes all the most urgent work on the roof and brickwork of the church, and includes a new bellcote.

It was also noted that the name of the Church Warden delivering the Report was Mike Thake and the clerk apologised for misunderstanding the spelling of his name.

4. **Matters arising from the Minutes of the meeting held on 11th November 2025:**
5. **Review of Actions from the Meeting**

Safety on Hangingswell Corner: The chairman reported that the chevron signs had been repaired but no further signage installed. Cllr Cooper reported that he had spoken to Dylan White at WCC Highways, who considered that larger signs were needed on the corner. The chairman reiterated that the request was for chevrons to be put up the road to alert drivers coming down the road that there is a corner coming up. Taking account of the number of accidents at the site, Cllr Cooper said he would pursue the matter with planning and push for funding for appropriate signage.

Action: Cllr Cooper

Grit bin at Capilano Corner: Cllr Bailey confirmed that all the grit bins had been filled. He reported that he had purchased a new shovel for the bin at Perry Mill crossroads as the previous one was missing.

Location of Notice Board: The chairman reported that he had identified three places in the Kiln Close area that would be suitable and safe for the location of a notice board. The next step will be to mark these locations on a map, circulate it to householders in these locations and ask for comments. It will also be necessary to contact Severn Trent to identify the location of their underground services.

Action: Chairman

Litter pick and Letter to McDonalds: The contact at McDonalds has since left. The chairman has been given an alternative contact, who he will approach with a view to obtaining litter picking equipment in advance of the village litter pick in the Spring.

Action: Chairman

Purchase of bench for recreation ground: Councillor Bailey confirmed that the 4-seater teak bench has been purchased and is now installed on the recreation ground.

Parish Council Advocate for Vehicle Activated Sign (VAS): The chairman had requested Cllr Cooper's assistance in navigating WCC's policy on the installation of a VAS in Sambourne. He is aware that information and documentation is required by WCC and that we must work as a partnership. The chairman has collated information from other counties and believes Sambourne meets the criteria for the installation of a VAS on many aspects, including road widths, speed of traffic, and particularly the safety aspect of having no pavement for pedestrians on the busiest stretches of road. The chairman will forward the information to Cllr Cooper, who confirmed that he would discuss the matter with WCC Legal Department. He will also apply for a Motion to be set up by Full Council to discuss matching the criteria of WCC to other Councils.

The chairman reported that for the past two years WCC Highways has been promising to repaint the road markings in Sambourne but, due to budget restrictions, this work has not been carried out. Consequently, many of the roundels marking the 30/40 mph speed limits have worn away. It is a possibility that a compromise could be reached by installing a VAS to replace the worn road markings.

Action: Chairman, Cllr Cooper

Confirm Grass cutting contract with JRG: the clerk confirmed that she has written to JRG to confirm the grass cutting contract for 2026-27.

Draft Budget 2026-27: The clerk confirmed that the Draft Budget for 2026-27 has been uploaded to the website. The chairman thanked Peter Taaffe for continuing to maintain the website.

EGM re Church repairs: An EGM was held on 26th November 2025. The chairman reported that, since the AGM, he had met with one of the organisers of the church, but a further meeting is required to discuss what avenues of funding have been explored and the way forward.

Ongoing

Thundering Brook Corner, Whitemoor Lane: The single line marking the approach of the corner has worn away and two accidents occurred last summer. Cllr Cooper agreed to report this to WCC Highways for action. The chairman also asked Cllr Cooper to request a traffic measuring device on Whitemoor Lane as there has been a considerable increase in traffic along that route, which is likely to increase with future development of the area.

Action: Cllr Cooper

5. Re-registering The Green Dragon as a Community Asset

It was noted that the listing on the SDC website of the Green Dragon as a community asset will not expire until 22nd January 2028 and, therefore, does not require re-registering at present. There may be other locations in Sambourne that could be considered a community asset, and it was suggested that 'Registration of Community Assets' could be a standing item on the Parish Assembly Agenda. This was agreed and the clerk confirmed it would be added to the Agenda for May 2026.

Action: Clerk

6. Replacement of Middletown Bench

The parish council has received a request for the replacement of the memorial bench in Middletown, which was funded by the three families concerned. This bench was purchased and installed in Spring 2021 by the families and gifted to the parish council for the benefit of anyone wishing to use it. The parish council donated £55 towards the cost of this bench. The bench has deteriorated and, despite refurbishment, it is continuing to deteriorate. After inspection, although there is surface wear, the bench was considered sound. The chairman suggested that the condition of the bench is monitored over the summer, with the possibility of a new bench being sourced during the Autumn and installed in Spring 2027. Cllr Jackson was asked to contact the families involved.

Action: Cllr Jackson

7. Date for Litter Picking Event in Sambourne

It was agreed that the date for the Litter Picking Event would be **Saturday 28th March 2026**. The clerk was asked to produce a poster for the website and the notice boards. The chairman proposed that the parish council investigates the purchase of 12-15 sets of litter picking equipment (to include hoops and hi-vis jackets). There was unanimous agreement and the chairman agreed to source the equipment.

Action: Chairman, Clerk

8. Date to be agreed for the Annual Parish Assembly

The ruling on the timing of the Annual Parish Assembly is that it must be held between 1st March and 1st June. The meeting cannot commence before 6:00 pm.

It was felt that the Annual Assembly should be more of a community event than it has been in the past. It was suggested that representatives of organisations/groups in Sambourne and the wider community could be invited to talk about their work.

It was agreed that the Annual Parish Assembly would be held on Tuesday 19th May 2026 at 7:00 pm in the parish hall.

Action: Clerk

9. Subjects for discussion at the next meeting

A speaker from the Heart of England Forest addressed the parish council meeting held in November 2025. The meeting was well attended, and it was a very successful and informative evening. Following on from this, it was agreed that further speakers could be invited to future parish council meetings. The chairman invited an open discussion and asked for ideas.

Cllr Cooper was asked if he would like to talk about his first year as a local representative for the County Council. Cllr Edden suggested that it would be of value to invite the new WCC Parish Champion, Stuart Keighley, to a meeting. Other suggestions were Studley First Responders, Alcester Police Safer Neighbourhood Team, The Sambourne Trust and The Village Association. If anyone has any further requests, please contact the chairman.

Ongoing

10. Renewal of Insurance contract 2026-27

From 1st June 2026, the parish council will be in the final year of a three-year agreement with Clear Councils. As this insurance is tailored for parish councils and meets our needs, it was agreed that we should renew for the year 2026-2027.

At the end of the three-year agreement a further tendering process should be undertaken. This process should commence from November 2026.

11. Accounts

- i. **Budget Update 13/01/2026:** The budget had been circulated to all councillors, and it was agreed that it was on track, with no immediate concerns.
- ii. **Bank reconciliations for November/December 2025:** The bank reconciliations were agreed and signed.
- iii. **Bank balances as of 31st December 2025:**

Current a/c balance:	26,094.77
Deposit a/c balance:	10,555.62

iv. **List of Financial Transactions from 11th November 2025 – 13th January 2026**

PAYEE	DESCRIPTION	AMOUNT
EDF Energy	Electricity to the Green	33.19
Stephen Noke	2 x poppy wreaths	50.00
Chic Teak	4-seater bench (CIL)	1026.00

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Clerk	Salary/HMRC/Expenses - November	649.60
Clerk	Zoom payment – November	16.79
Unity Bank	Service charge - November	6.00
PCC	Donation to church repairs (CIL)	2,500.00
Hugo Fox	Website payment – November	23.99
Clerk	Norton anti-virus	49.99
EDF Energy	Electricity to the Green	22.40
JRG Garden Maint	Grass cutting	1547.09
PCC	Room Hire	140.00
Clerk	Zoom payment – December	16.79
Clerk	Salary/HMRC/Expenses - December	642.80
Unity Bank	Service charge – December	6.00

iv. **Renewal of CPRE membership February 2026 – February 2027:** There was unanimous agreement that the membership subscription to CPRE be renewed for the year February 2026 – February 2027.

v. **Unity Bank Mandates:** The two Unity Bank Mandates were agreed and signed.

Action: Clerk.

12. Planning

Property	Details	SPC Comments	Decision
Trust Cottages, Sambourne Lane	T1 Cherry. Overall crown reduction from 6m to 5m	No objection	Consent with conditions
Field View Residential Home, Slough	Single storey rear extension with ground and First floor	No objection	
25/03098/ADJCON 25/01315/FUL 1337 Evesham Road, Astwood Bank	Demolition of existing buildings/Erection of 3 dwellings and associated works		

13. Correspondence

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
0	0	45	38	10
Total: 93				

14. Public Participation

An email had been received from a parishioner from The Four Elms Farm complex on the Slough concerning the postcode for that area being designated Studley, rather than Sambourne. The chairman had investigated this and reported that it was the Post Office that set up the post codes and it was based around the exchanges. The houses with a B96 postcode are linked to Astwood Bank and the B80 postcodes go to Mappleborough, as that was where the exchange was.

15. Chairman’s Business: There was no chairman’s business.

16. Dates of Next Meetings:

Tuesday 10th March 2026	Parish Council Meeting	7:00 pm
Tuesday 12th May 2026	Annual Meeting	7:00 pm
Tuesday 12th May 2026	Parish Council Meeting	7:30 pm
Tuesday 19th May 2026	Annual Parish Assembly	7:00 pm

The meeting closed at 8:45 pm

Review of Actions from the Meeting

Minute	Name(s)	Action
4	Cllr Cooper	Safety at Hangingswell Corner
4	Chairman	Location of notice board
4	Chairman	Letter to McDonalds
4	Cllr Cooper, Chairman	Vehicle Activated Signs/Road Markings
4	Chairman/Ongoing	Church repairs
4	Cllr Cooper	Thundering Brook corner
5	Clerk	Community Assets – Parish Assembly Agenda
6	Cllr Jackson	Liaise re sourcing of replacement bench
7	Chairman, Clerk	Source litter picking equipment, Poster
8	Clerk	Annual Parish Assembly – March Agenda
9	All. Ongoing	Subjects for discussion at next meeting
11	Clerk	Submit Unity Bank Mandates

The meeting closed at 7:55 pm

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