

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

Minutes of the Parish Council Meeting held on 10th March 2026 at 7:00 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Caroline Jackson	
Cllr Rob Clarke	
Cllr Mike Bailey	
Cllr Alison Wheway	
Teresa Murphy	Clerk

There were 8 parishioners present.

1. Apologies:

Cllr Neil Edden (SDC Studley South) – apology received and accepted
Cllr Luke Cooper (WCC) – apology received and accepted
Cllr Peter Hencher-Serafin (SDC Studley North) – no apology received

2. Disclosures of interest: None

The chairman introduced and welcomed Alison Wheway as the newly co-opted parish councillor for Sambourne South.

3. To approve the minutes of the Parish Council Meeting held on 13th January 2026

The minutes were agreed and signed by the Chairman.

4. Matters arising from the Minutes of the meeting held on 13th January 2026:

Review of Actions from the Meeting:

Safety at Hangingswell Corner: The chairman has been talking to Cllr Cooper and to date there is no further information concerning additional, appropriate signage.

Ongoing: Cllr Cooper

Location of Notice Board:

Ongoing: Chairman

Litter pick and Letter to McDonalds: No reply has been received from McDonalds. The purchase of litter picking equipment is dealt with under Agenda Item 13.

Parish Council Advocate for Vehicle Activated Sign (VAS): The parish council is aware that there are grants available for the purchase of a VAS, but without permission from WCC, this is not an option at present.

Ongoing: Cllr Cooper, Chairman

Church repairs: The chairman has had discussions with the church about the progress of the repairs and plans for future funding. As the property belongs to the church, it is their responsibility to seek grants to enable them to proceed. Before the parish council can commit to further donations, it is important to have confirmation of the viability of the project.

Ongoing

Thundering Brook Corner, Whitemoor Lane

Ongoing: Cllr Cooper

Replacement of Middletown Bench:

Cllr Jackson has researched the history of the purchase of the Middletown bench. The following has been confirmed:

Emails dated November 2020 clearly state that: the intention was 'to donate, provide and install a bench in Middletown, in memory of the three families concerned.

It was also confirmed in these emails: that the parish council would donate £55 towards the purchase of the bench. Furthermore, there was mutual agreement that the parish council retain ownership, maintenance and all other liabilities associated with the placement of the bench within the highway environment.

The chairman asked Cllr Jackson to source a replacement bench later in the year, ready to be installed in the Spring.

Action: Cllr Jackson

Litter picking equipment: the chairman has sourced quotes concerning the cost of litter picking equipment, in advance of the Event on Saturday 28th March 2026.

After discussion, it was agreed that the chairman would purchase:

- 20 sets of litter picking equipment (to include hoops and pickers)
- 30 hi-vis tabards of various sizes

There was unanimous agreement.

Action: Chairman

5. Annual Parish Assembly – Invitation to groups/speakers

This year the Annual Parish Assembly will be held on a separate date to the other two meetings: Tuesday 19th May 2026 at 7:00 pm. At the last meeting it was discussed that the Annual Assembly should be more of a community event than it has been in the past.

After discussion, it was agreed that the clerk would invite representatives of the following organisations to give a brief talk about their work:

- The Sambourne Trust
- Sambourne Village Association
- WCC Parish Champion

It was also agreed that a representative from Heart of England Forest would be invited to give an update to their plans at a future meeting of the parish council.

Action: Clerk

6. Statement of Internal Control

All councillors had received a copy of the Statement of Internal Control. The SIC was agreed and signed by the chairman.

7. Risk Assessments to review/update

The following risk Assessments are due for review:

- | | | |
|------|---|--------------|
| i. | RA3.1 Bus shelter | Cllr Jackson |
| ii. | RA5.1 Litter bins/dog waste bins/grit boxes | Cllr Clarke |
| iii. | RA 9.1 Pavements | Cllr Bailey |

Action: Cllrs Jackson, Clarke, Bailey

8. Policies to review/update

- i. Sickness Absence Policy
- ii. Health and Safety Policy

The policies were agreed and signed by the chairman.

9. Accounts

- i. **Budget Update 10/03/2026:** 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 January/February 2026:** The bank reconciliations were agreed and signed.
- iii. **Bank balances as of 28th February 2026:**

Current a/c balance:	25,507.08
Deposit a/c balance:	10,555.62

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iv. **List of Financial Transactions from 13th January – 10th March 2026**

PAYEE	DESCRIPTION	AMOUNT
EDF Energy	Electricity to the Green	24.85
ICO	Data Protection	47.00
Clerk	Salary/HMRC/Expenses – January	650.90
Clerk	Zoom payment - January	16.79
WALC	Training – MB	48.00
Cllr Bailey	Expenses – grit shovel	5.99
Unity Bank	Service charge	6.00
Hugo Fox	Website services	23.99
G S Adams	Electrical Inspection	126.00
WALC	Training – MB	48.00
EDF Energy	Electricity to the Green	26.61
WALC	Training – MB	48.00
CPRE	Subscription 2026-7	72.00
Unity Bank	Service charge	6.00
Clerk	Salary/HMRC/Expenses – February	657.89
Clerk	Zoom payment – February	16.79
Hugo Fox	Website services	23.99

Interim Audit Draft Report: The clerk reported that the Interim Audit had been concluded and the Draft Report received.

10. Planning

Ref No	Property	Details	SPC Comments	Decision
25/02475/FUL	Rosclare, Sambourne Park, Sambourne Lane	Installation of new front access gates to driveway, installation of external air conditioning condensing units, and removal of rear first floor balcony		

The chairman stated that the parish council only submits comments, as consultees, on full planning applications and never responds to any potential planning applications.

11. Correspondence 13th January – 10th March 2026

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	70	56	3
Total: 129				

12. Public Participation

Ann Nash raised concerns about the dangerous potholes on Wike Lane, causing vehicles to avoid the potholes by driving on the wrong side of the road. The chairman advised the fastest and most efficient way of reporting potholes, fly tipping, broken paving slabs etc is to report the fault on Fix My Street - [FixMyStreet](#). (recommended).

Alternatively, highway faults can be reported on the WCC website: [Report a highway problem – Warwickshire County Council](#)

13. Chairman’s Business:

The chairman reported that he has been in discussion with various landowners regarding overgrown hedges. He has also continued to liaise with WCC about the state of the roads.

Litter pick: Saturday 28th March 2026. Meet on the Village Green at 10:30 am. It should only take around 2 hours.

As a final comment, the chairman made a formal announcement that Teresa would be retiring as clerk at the end of May, after 21 years’ service with the parish council. He thanked her for standing by the parish council through ‘thick and thin’ and asked everyone to show their appreciation.

Interviews for the post have been held; and we are pleased to welcome Duncan Mathison as our new Clerk/RFO. Duncan is currently Clerk at Bearley parish council and his appointment to Sambourne will commence on 1st May 2026. This will give the opportunity of a hand over period until the end of May.

14. Dates of Next Meetings:

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
Tuesday 14th July 2026	Parish Council Meeting	7:00 pm

The meeting closed at 7:30 pm

Review of Actions from the Meeting

Minute	Name(s)	Action
4	Cllr Cooper	Safety at Hangingswell Corner - ongoing
4	Chairman	Location of notice board - ongoing
4	Cllr Cooper, Chairman	Vehicle Activated Signs/Road Markings - ongoing
4	Chairman	Church repairs - ongoing
4	Cllr Cooper	Thundering Brook corner - ongoing
4	Cllr Jackson	Sourcing of replacement bench - ongoing
4	Chairman	Purchase litter picking equipment
5	Clerk	Invite representatives to Parish Assembly
7	Cllrs Jackson/Clarke/Bailey	Review of Risk Assessments

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