

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

Minutes of the Parish Council Meeting held on 12th May 2026 at 7:30 pm.

Present

Cllr Adam Quinney	Chairman
Cllr Caroline Jackson	
Cllr Rob Clarke	
Cllr Mike Bailey	
Cllr Alison Wheway	
Cllr Luke Cooper	WCC
Teresa Murphy	Clerk
Duncan Mathison	Incoming Clerk

There were 3 parishioners present.

1. Apologies:

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

2. Disclosures of interest: Cllr Quinney declared an interest in planning application 26/01021/VARY. Item 14 on the Agenda.

3. To approve the minutes of the Parish Council Meeting held on 10th March 2026

The minutes were agreed and signed by the Chairman.

4. Matters arising from the Minutes of the meeting held on 10th March 2026:

Review of Actions from the Meeting:

Safety at Hangingswell Corner: Discussions ongoing.

- The chairman reported that the road markings on Oak Tree Lane, Sambourne Lane and Whitemore Lane had been completed by WCC, as requested.
- Cllr Bailey reported that, in the past, there were lines in the middle of the road on Oak Tree Lane, near Capilano corner. As this is a blind corner, with a history of accidents, he requested these lines to be reinstated. Cllr Cooper asked for a photograph of the area in question and agreed to pursue the matter.

Ongoing: Cllr Bailey, Cllr Cooper

Location of Notice Board: The chairman reported he had delivered approximately 20 fliers to properties in Kiln Close and surrounding area, outlining suggested sites for a notice board. One positive reply was received for the site on Brickyard Lane, just past Kiln Close, and it was agreed to proceed with this location

Action: Chairman

Vehicle Activated Sign (VAS): Ongoing

Church repairs: The chairman reported that the bell tower had been reinstated on the church roof. It was noted that all the work had been done by local people. The chairman will request an update on progress in advance of the next parish council meeting. He will also enquire as to when the scaffolding will be removed.

Action: Chairman

Thundering Brook Corner, Whitemoor Lane: It was noted that the requested road markings on Whitemoor Lane had been completed.

Replacement of Middletown Bench: Ongoing

Litter picking equipment: Litter picking equipment had been purchased and a successful litter picking event was held on 28th March.

Review of Risk Assessments:

Litter bins/dog waste bins/grit boxes	Completed and agreed
Bus shelter	To be completed - CJ
Pavements	RC agreed to review

Action: Cllr Clarke, Cllr Jackson

5. Asset Risk Assessment Register as at 31/03/2026

The Asset Register was agreed and will be uploaded to the website

Action: Clerk

6. Asset Register updated 10/01/2026

The updated Asset Register was approved and agreed.

7. Reserves Policy to be reviewed and agreed

The chairman reported that, due to frugal expenditure in 2025/26, the parish council has built up reserves. These reserves have been retained for specific purposes, for example:

- Further improvement to the footpaths and the installation of 10 more gates
- The possible purchase of a Vehicle Activated Sign, dependant on WCC policy
- Grant match funding for repairs to the church

Further discussion as to the use of the reserves will take place at future parish council meetings, in advance of the November meeting at which the budget for the following financial year is agreed.

8. Information Technology Policy

The Information Policy was agreed and will be uploaded to the website.

Action: Clerk

9. Freedom of Information Publication Scheme

This updated Policy was reviewed, agreed and will be uploaded to the website.

Action: Clerk

10. Financial and Management Risk Assessment

The updated Risk Assessment was reviewed, agreed and will be uploaded to the website.

Action: Clerk

11. List of key holders

The list of current key holders was agreed.

12. Proposal for moving towards .gov.uk domain and emails

1. Duncan Mathison reported that it is an Audit requirement for parish councils to move to .gov.uk for emails. He outlined the benefits, which include security, ownership and credibility.
2. The parish council website and the possible move to an alternative supplier was also discussed.

After discussion of the benefits and costs the chairman proposed that:

- e-mails could be moved to .gov.uk with immediate effect. The following costs were approved:
 - annual charge for email service £192.00 (including reclaimable VAT of £32.00)
 - annual charge for current domain adoption and redirect £30.00 (including reclaimable VAT of £5.00)
- The decision concerning an alternative provider for the website, together with final costings, to be discussed at the July meeting of the parish council.

There was unanimous agreement.

Action: Duncan Mathison

13. Accounts

- i. **Budget Update 12/05/2026:** The budget had been circulated to all councillors, and it was agreed that it was on track for this early part of the financial year.
- ii. **Bank reconciliations for March/April 2026:** The bank reconciliations were agreed and signed.
- iii. **Bank balances as of 30th April 2026:**
 - Current a/c balance: 30,146.17
 - Deposit a/c balance: 10,610.06
- iv. **List of Financial Transactions from 10th March – 12th May 2026**

PAYEE	DESCRIPTION	AMOUNT
EDF Energy	Electricity to the Green	24.87
Clerk	Salary/HMRC/Expenses – March	987.65
Clerk	Zoom payment – March	16.79
Cllr Clarke	Google subscription	24.99
IJN Home & Gardens	Memorial garden maintenance	20.00
Unity Bank	Service charge - March	7.00
Hugo Fox	Website services - March	23.99
EDF Energy	Electricity to the Green	21.52
WALC	Subscription 2026-27	351.00
SLCC	Subscription 2026-7	116.00
Clerk	Salary/HMRC/Expenses – April	756.44
Clerk	Zoom payment – April	16.79
Clear Insurance	Premium 2026-27	808.20
E Choudry	Internal Audit 2025-26	230.00
Unity bank	Service charge - April	7.00
Hugo Fox	Website services – April	23.99
P Taaffe	Union Jack flag, CSW expenses	191.91

Final Internal Audit Report 2025-2025: The clerk reported that the Final Report has been received. The Report included 4 recommendations – all of which have been addressed.

14. Planning

Ref No	Property	Details	SPC Comments	Decision
25/02475/FUL	Rosclare, Sambourne Park,	Installation of new front access gates to driveway, installation of external air	No objection. This is a further improvement to previous	

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	Sambourne Lane	conditioning condensing units, and removal of rear first floor balcony	aplication 25/0475/FUL	
26/01020/VARY	Rough Hill Farm Shop, the Slough	Variation of condition 2 of planning permission 20/03208/FUL to remove condition 2 limiting the use to E(a)	DOI: Cllr Quinney	

The chairman also commented on the South Warwickshire Local Plan and directed parishioners to the following documents, the link to which is on the parish council website:

[Preferred Options Consultation Statement](#) - published 13th March 2026

[Consultation Statement Summary](#) - published February 2026

15. Correspondence 10th March – 12th May 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	61	36	2
Total: 99				

16. Public Participation

Phil Jones commented that the footpath behind Sambourne Hall Farm is becoming very overgrown and difficult to access. The chairman has spoken to the landowner and will monitor the situation.

17. Chairman's Business:

- The chairman reported that he has been in discussion with various landowners regarding overgrown footpaths. It was agreed that the footpaths would be assessed at the end of June for further clearing or mowing.
- Flooding is a continual problem in the parish. Despite the recent jetting, 8% of the drains in Sambourne are still blocked. Cllr Cooper reported that all drainage work in the Studley area is scheduled to be carried out in July. Once he has the schedule, he will ensure necessary work in Sambourne is carried out.

Action: Chairman, Cllr Cooper

18. Dates of Next Meetings:

Tuesday 14th July 2026	Parish Council Meeting	7:00 pm
Tuesday 8th September 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 Cllr Bailey, Cllr Cooper	Safety at Hangingswell Corner – ongoing Road markings, Capilano corner
4	Chairman	Notice board – Brickyard Lane
4	Chairman	Church repairs. Update on progress
4	Cllr Clarke, Cllr Jackson	Completion of Risk Assessments
5/8/9/10	Clerk	Policies for website
12	Duncan Mathison	Migration to .gov.uk emails
17	Chairman Cllr Cooper	Assessment of footpaths Drainage work schedule

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