

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

Minutes of the Parish Council Meeting held on 11th November 2025 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 approximately 45 parishioners present.

1. **Apologies:** Cllr Peter Taaffe – apologies received and accepted.
Cllr Peter Hencher-Serafin (SDC Studley North) apology received and accepted
2. **Disclosures of interest:** Cllr Adam Quinney – Agenda Item 12 – Heart of England Forest
3. **To approve the minutes of the Parish Council Meeting held on 16th September 2025**
The minutes were agreed and signed by the chairman.

4. **Matters arising from the Minutes of the meeting held on 16th September 2025:**

5. **Review of Actions from the Meeting**

Safety on Hangingswell Corner: Cllr Cooper reported that he had spoken to Dylan White at WCC Highways who considered that bigger 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 some of the shovels appear to be missing and agreed to do a further check and purchase any missing shovels.

Action: Cllr Bailey

Location of Notice Board: The chairman suggested a mail shot to properties around Kiln Close, asking if they would be happy for a noticeboard to be installed in the area. It will also be necessary to confirm the ownership of the land. All agreed this way forward.

Action: Chairman

Litter pick and Letter to McDonalds: No reply has yet been received from McDonalds and the chairman agreed to pursue the matter. A date for the next village litter pick has yet to be arranged.

Action: Chairman

Vehicle Activated Signs: Cllr Taaffe had contacted County Councillor Luke Cooper for his assistance, emphasising the point that the Parish Council are planning to purchase, install and maintain the system with no cost to WCC. Cllr Cooper agreed to progress this with WCC Highways.

Action: Cllr Cooper

Quotes for bench in Recreation Ground: Cllr Bailey reported that he had completed research and obtained quotes for a bench for the recreation ground. After consideration, it was agreed that the same company that supplied the circular bench on the Green would be used. The bench chosen is constructed from heartwood teak and is ethically produced. It is durable and carries a 10-year guarantee. It is also low maintenance, as the advice from the supplier is to leave the bench untreated.

- The chairman proposed that the 4-seater teak bench from Chic Teak be purchased
- There was unanimous agreement.

The clerk was asked to action the purchase of the bench.

Action: Clerk

Date for Parish Assembly 2026: The parish council is considering holding the Annual Parish Assembly on a separate day from the Annual Meeting and ordinary Parish Council meeting. Historically, the three meetings have been held on the same evening. A standalone meeting would give an opportunity to invite a speaker or to bring together different groups in the parish. This will be an Agenda item for discussion at the January 2026 meeting.

Emergency Action Plan List: In the event of an emergency in the village, for example flooding or heavy snowfall, it would be useful to have a confidential list of volunteers who could be called upon to help. If any parishioner has a skill that would be useful in the event of an emergency – for example medical/first aid experience, tree surgery or has a vehicle suitable for clearing debris – please consider being included on this list. For further information please contact the chairman in person or by email at adamq.sambournepc@gmail.com.

Refuse bin – Middletown: Alison Wheway thanked the chairman for realigning the waste bin.

6. Purchase of Vehicle Activated Sign

Cllr Taaffe has completed a great deal of research into Vehicle Activated Signs.

The parish council is ready to purchase, install and maintain the system with no cost to WCC. These signs also collect a large amount of data on traffic speeds, flow etc, which could be useful in the future.

The chairman called upon Cllr Cooper to be the parish council advocate and liaise with WCC Highways on this project and to report his findings as a matter of urgency.

Action: Cllr Cooper, Cllr Taaffe

7. Grass cutting contract

Our current contractors, JRG, have submitted a quote for 2026/27 of £4,884, which includes cutting the extra piece of ground in Middletown. This is a rise of 5% from the current year and is considered good value for money. JRG provide an excellent service and are reliable and efficient.

Three years ago, Cllr Taaffe and Cllr Jones carried out a tendering process. Of the three contractors contacted at that time, two submitted far higher quotes and the third did not reply. The parish council is, therefore, confident that JRG will continue to provide best value and it was proposed that their quote should be accepted.

Proposed: Cllr Quinney

Seconded: Cllr Bailey

There was unanimous agreement and the Clerk was asked to write to JRG to confirm the renewal of the grass cutting contract for 2026/2027.

Action: Clerk

8. Accounts

- i. **Budget Update 11/11/2025:** 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 September/October 2025:** The bank reconciliations were agreed and signed.
- iii. **Bank balances as at 31st October 2025:**

Current a/c balance:	32,064.86
Deposit a/c balance:	10,497.77
- iv. **List of Financial Transactions from 16/09/2025 –11/11/2025**

PAYEE	DESCRIPTION	AMOUNT
EDF	Electricity to the Green	21.29
Unity Bank	Service Charge - September	6.00
Clerk	Zoom payment – September	16.79
Clerk	Salary/HMRC/Expenses – September	673.09
Hugo Fox	Website Expenses - September	23.99
M. Baines	Donation to Middletown Christmas Tree	129.00
EDF	Electricity to the Green	20.76
Unity Bank	Service Charge – October	6.00
Clerk	Salary/HMRC/Expenses	650.90
Clerk	Zoom payment – October	16.79
Hugo Fox	Website Expenses – October	23.99
IJN Gdn Maintenance	Memorial Garden	20.00

- iv. **Appointment of Internal Auditor:** After discussion it was agreed that Eleanor Choudry would again be appointed as Internal Auditor for the financial year 2025/26.

v. Draft Budget 1st April 2026 – 31st March 2027

The chairman asked the clerk to give a brief explanation of how the Precept is calculated:

- As parish councils do not receive any direct funding from central government, they rely on their Precept, which is part of the Council Tax and is collected from parishioners via their Council Tax. The precept is calculated on Band D of Council Tax.
- The chairman reported that the Precept would remain at £17,500 for 2026/27. The reserves we currently hold are too big for a parish of this size and we will be using these reserves to set the budget. The reserves have accrued due to the work Nick Moon undertook to obtain grant funding for the improvement and accessibility of footpaths. The parish council will continue this work by maintaining and making further improvements to the footpaths.
- The chairman proposed that the Draft Budget as presented is accepted. There was unanimous agreement and it will now be updated on the website.

Action: Clerk

9. Planning

Two planning applications have been received and discussed since the last meeting.

Property	Details	SPC Comments	Decision
Welsummer Barn, Sambourne Lane Farm	Retrospective change of use of land from agricultural to residential garden associated with Welsummer Barn, Sambourne Lane	5 x No objection	
Rosscclare, 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		

10. Correspondence

Correspondence 16th September – 11th November 2025				
Complaint or Procedural query and follow up	FOI or GDPR Request	WCC/SDC/WALC/SNT information or Request for info	General correspondence, accounts/admin	Planning
0	0	63	32	7
Total: 102				

11. Public Participation

1. As everybody is aware, there is an Appeal to repair the church in Sambourne.

The chairman introduced Mike Hake, Church Warden, who gave a resume of the work that needs to be carried out:

As a result of the quinquennial inspection, a considerable number of works were identified that required attention or repair. Since that list was published, part of the bellcote started to collapse and this is now classed as urgent. The cost for replacement would be in the region of £30,000.

The church has set up a Just Giving page and to date has raised just over £2,000. In addition, a match funded grant of £5,000 has been secured from the Diocese of Coventry, which has a caveat that the work is completed prior to the end of this year.

David McMullen commented on the benefit or otherwise of repairing the bellcote and he also raised the question of the need for planning permission to remove it.

Further discussion took place regarding additional grants from the Diocese. Mike confirmed that all avenues had been pursued and no further grants were available.

The chairman proposed that a parish council EGM be convened to look further at the quotation for the works and to discuss potential financial help for the church.

Action: All Councillors, Clerk

2. **David McMullen** raised a concern regarding visibility on the corner of Thundering Brook on Whitemoor Lane. The trees need cutting back and it would be helpful if the white lines were reinstated. The chairman will email details to Cllr Cooper for action.

Action: Chairman, Cllr Cooper

12. Chairman's Business

The chairman invited Andy Parsons, the Chief Executive of The Heart of England Forest to address the meeting to introduce HOE's plans for the use of the recently acquired additional land in Sambourne. The mission of the charity is to create and conserve a thriving broadleaf Forest of 30,000 acres. The Forest currently covers habitats across 8,000 acres of land in Warwickshire and Worcestershire, including 4,800 acres of new woodland and over 600 acres of mature and ancient woodland.

Andy displayed a large map of the areas owned by Heart of England and outlined current projects. He also shared his vision for the future.

Reins Farm

As reported at the last meeting, Reins Farm has been sold by the Quinney family to HOE. Andy displayed a Reins Farm Woodland Creation Map, which shows the three phases of development. He then summarised the time lines and outline plan for the three phases.

Questions were raised including:

- Drainage ditches, flooding and how the land will be maintained
- Areas that include privately owned land
- How can parishioners get involved with the development
- Liaison with HOE
- Concern about footpaths and public rights of way.
- Will there be a public consultation for Phase 3
- In view of the recent hot, dry weather there is a major concern about fire breaks
- The use of brightly coloured plastic tubing on young trees
- Car parking
- Change of views from properties
- Species of trees to be planted
- Deer management

Andy responded by saying:

- Over the next 3 years HOE will have a presence in Sambourne and will be happy to answer any questions or concerns.
- Tree planting will hopefully start in February 2026 and there will be opportunities for volunteers to help plant trees and become involved with the project. HOE will let the parish council know the commencement date and details will be published on the website and notice boards.
- A Project Manager will be appointed for Reins Farm.
- HOE values community engagement and parishioners are encouraged to share any concerns – please see contacts below. In addition, The Heart of England website gives a great deal of information about the projects and aims of the charity www.heartofenglandforest.org

A list of contact details is given below:

Emma Pestrige (Project Delivery Co-ordinator)
emma.pestridge@heartofenglandforest.org 07843 813944

James Poppleton (Forest Works Manger)
james.poppleton@heartofenglandforest.org 07858 818335

Tom Davies (Director of Forest Operations)
tom.davies@heartofenglandforest.org 07858 818335

The chairman thanked Andy for his presentation and said that we look forward to working with him and his team.

13. Dates of Next Meetings:

Tuesday 13th January 2026

Tuesday 10th March 2026

The meeting closed at 8:45 pm

Review of Actions from the Meeting

Minute	Name(s)	Action
5	Cllr Cooper	Safety at Hangingswell Corner
5	Cllr Bailey	Replacement shovels for grit bins
5	Chairman	Location of notice board
5	Chairman	Pursue a reply from letter to McDonalds
5	Clerk	Purchase of bench in recreation ground
6	Cllr Cooper	PC Advocate for Vehicle Activated Signs
7	Clerk	Confirm grass cutting contract with JRG
8	Clerk	Draft Budget 2026/7 on website
11 (1)	Councillors/Clerk	EGM re church repairs
11 (2)	Chairman. Cllr Cooper	Thundering Brook corner

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