

ORDINARY MEETING OF SAMBOURNE PARISH COUNCIL

All councillors are hereby summoned to attend the Ordinary Meeting of Sambourne Parish Council to be held in the Parish Room at Sambourne Mission Church on Tuesday 14th July 2026 at 7.00pm. Members of the public and the press are invited to attend.

Signed: *D Mathison*

Duncan Mathison – Clerk and RFO

Date: 8th July 2026

AGENDA

1. Welcome and Apologies

2. Declarations of Interest

All councillors to declare interests relevant to items on this agenda.

3. Confirmation of Minutes

To confirm the minutes of the Extraordinary Meeting held on 15th June 2026.

4. Previous Action Points in Progress

4.1 Safety at Hangingswell Corner

4.2 Noticeboard at Brickyard Lane

4.3 Vehicle Activated Signs

5. Councillors' and Clerk's Reports

6. Updates from County and District Councillors

7. South Warwickshire Local Plan

Update from the Chair.

8. Foothpath Issues and Maintenance

Update from the Chair and agree any actions or costs

9. Public Forum

The purpose of this forum is for members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Maximum time 3 minutes per speaker and 15 minutes in total.

10. Planning Matters

To agree responses to the following. Full details to be sent in advance of the meeting.

Reference	Property	Notes	Response Deadline
26/01291/VLBC	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02738/LBC.	15/07/26
26/01292/VARY	Warren Farmhouse B96 6PL	Variation of condition 2 of 21/02377/FUL.	15/07/26
26/01618/COUQ	Eastern Hill Farm B96 6DZ	Proposed change of use.	21/07/26
26/01534/LBC	Blicks, The Barn B80 7BQ	Repairs to gable.	28/07/26

11. Financial Matters

11.1 Review Transactions Report FY2026-27 (published on website) as at 13.07.26.

11.2 Review Bank Account Summary FY2026-27 (published on website) as at 13.07.26.

11.3 Review Budget Report FY2026-27 (published on website) as at 13.07.26

11.4 Approve future payments as show in table below. Additional items may be added before or during the meeting and will be shown in the minutes.

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Payee	Description	Amount	Notes
Duncan Mathison / HMRC	Clerk's usual monthly gross salary for remainder of FY2026/27.	£466.80	30 hours @ £15.56. Includes PAYE element to HMRC.
HMRC	Usual Employer NI per month for remainder of FY2026/27.	£7.47	15% of salary above £417 in month.
Duncan Mathison	Clerk's expenses per month for remainder of FY2026/27.	Up to £40.40	£26.00 homeworking allowance every month and 32 miles @£0.45 usually every two months.
names.co.uk	Annual domain renewal sambourneparish.org.uk.	£27.59	Includes recoverable VAT of £4.60. Plan is to retain this domain until next renewal as moved to .gov.uk domain only in late May 26.
JRG Garden Maintenance	Grass cutting for remainder of calendar year 2026.	£3,256	Agreed contract price of £4,884 less £1,628 already paid. Expected to be billed in two parts.
eDF	Electricity for remainder of FY2026/27.	Up to £234.41	Budgeted figure of £300.00 less £65.69 already paid. Paid by direct debit. Includes recoverable VAT at 5%.
Hugo Fox	Website service monthly cost for remainder of FY2026/27.	£23.99	Includes recoverable VAT of £4.00. Paid by direct debit.

12. Website

Review proposal from the Clerk (to be emailed in advance of meeting) to move website from Hugo Fox to Parish Online. To reject or to agree and approve costs.

13. Neighbourhood Plan

Agree process and timescale to review and update.

14. Assigned Funds Review

Review assignment of funds in savings account between Reserves, CIL, Earmarked and Available. To discuss proposal from the Clerk (to be emailed in advance of meeting) and amend and agree as appropriate.

15. Banking Update

To approve adding payment set up access for Mike Bailey and Rob Clarke. To sign forms as necessary.

16. Next Meeting

Tuesday 8th September 2026. 7.00pm in the Parish Rooms

17. Close