

## **SAMBOURNE PARISH COUNCIL**

**www.sambourne.org.uk**

**Chairman: Cllr Chris Clews**

**sambournepc@gmail.com**

**Clerk: Teresa Murphy**

**clerk.sambournepc@aol.com**

Minutes of the Extraordinary Parish Council Meeting held via Zoom on Wednesday 2<sup>nd</sup> December 2020 at 2.00 pm

### **Present:**

|                            |                                        |
|----------------------------|----------------------------------------|
| Cllr Chris Clews           | Chairman                               |
| Cllr Phil Jones            | Vice-Chairman                          |
| Cllr Peter Taaffe          |                                        |
| Cllr Clive Rickhards       | Warwickshire County Council            |
| Cllr Peter Hencher-Serafin | SDC (Studley with Mappleborough Green) |
| Teresa Murphy              | Clerk                                  |

There were 10 parishioners present

The Clerk opened the meeting and stated that this was an Extraordinary Parish Council meeting to discuss and agree essential business before the end of the year. It is a meeting in public but not a public meeting and, as such, there is no public participation.

The meeting is being recorded.

### **1. Apologies**

|                  |                                                  |
|------------------|--------------------------------------------------|
| Cllr David Shaw  | Unable to access technology (COVID restrictions) |
| Cllr Philip Bond | Unqualified apology                              |
| Cllr Neil Eddon  | SDC (Studley with Sambourne) – work commitments  |

Cllr Shaw confirmed by email to the Clerk on 2<sup>nd</sup> December 2020:

*This is to confirm that I accept the draft budget for 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022. I also agree to the sum proposed for the Precept.*

*The Grievance Policy and Procedures, Model Standing Orders and Financial Standing Orders also meet with my full agreement.*

### **2. Changes to Disclosure of Interest**

None

### **3. Approval of the Budget for 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

The Draft Budget had been circulated to Councillors for comments.

Cllr Taaffe said that costs have gone up exceedingly during the past months and we are in a position where we have not enough money to meet our commitments for the remainder of the financial year. The shortfall will be met from the Parish Council reserves but this is not sustainable.

- The Chairman reported that we asked for a zero rise in the Precept last year.
- In the previous financial year 2019/20 an allocation of £2000 was added to our Precept by SDC to cover the possibility of contested election costs.
- We have been strongly advised to budget for election costs and, to reflect this, we have included £500 in our budget for next year and this will be carried forward to subsequent years.
- To address the shortfall in the budget it will be necessary to request an increase in our Precept for 2021-2022. The sum proposed is £17,500.

#### ***The proposals were put to the vote to:***

- Agree the Budget for 2021-2022
- Agree the request to SDC for increase in Precept to the sum of £17,500

Agreement to both items was given by Cllr Jones, Cllr Taaffe and the Chairman. Cllr Shaw had agreed by email communication.

**Action:** Clerk

### **4. To agree and accept the following Policies:**

#### **Grievance Policy and Grievance Procedures**

The Grievance Policy and Grievance Procedures have been adapted from the recommended NALC Model Policy.

#### ***Vote to adopt the above Policy:***

Agreement given by Cllr Jones, Cllr Taaffe, Cllr Shaw (by email) and the Chairman.

#### **Model Standing Orders**

The Model Standing Orders are the principles, rules and regulations which govern conduct of a Parish Council and its relationship with Stratford District Council. The Policy is based on the NALC Model Policy, adapted where appropriate for Sambourne Parish Council.

***Vote to adopt the above Policy:***

Agreement given by Cllr Jones, Cllr Taaffe, Cllr Shaw (by email) and the Chairman.

**Financial Standing Orders**

The Financial Standing Orders are based on the NALC Model Policy and adapted, where appropriate, for Sambourne Parish Council.

***Vote to adopt the above Policy:***

Agreement given by Cllr Jones, Cllr Taaffe, Cllr Shaw (by email) and the Chairman.

**6. To agree the grass cutting contract for 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

In line with Financial Standing Orders, Cllr Jones and Cllr Taaffe put out tenders for the grass cutting contract and acquired quotes. The most competitive quote was received from our current contractor, Mr John Gibbs. The Parish Council has been happy with the standard of work carried out by Mr Gibbs for a number of years and therefore proposes that his quote be accepted.

Cllr Jones commented that, following dialogue with neighbouring Parish Councils, it was not felt necessary to go out to tender regularly when we are happy with the services we receive.

***Vote to adopt awarding the grass cutting contract to Mr John Gibbs:***

Agreement given by Cllr Jones, Cllr Taaffe and the Chairman.

The Clerk was asked to write to Mr Gibbs informing him of the decision.

**Action:** Clerk

**7. Administration of Sambourne Trust Election Process**

The Chairman reported that currently the Parish Council manages the election or re-election of members of the Sambourne Trust.

He recommends that in the future the process is as follows:

- 1) The Clerk will post the notice concerning the election or re-election to the Trust and receive the submissions
- 2) The Clerk will pass to the Sambourne Trust a list of candidates, together with their letters or email attachments
- 3) The Trust will then select from that list.

The Parish Council has a good relationship with Sambourne Trust and there is mutual respect for confidentiality in all matters.

***A vote was taken to make this amendment:***

Agreement given by Cllr Jones, Cllr Taaffe and the Chairman.

**8. Date of Next Meeting:**

Monday 11<sup>th</sup> January 2021 at 7.45 pm

The Chairman stated that he wanted to make it clear that the reason why the November meeting was postponed was explained in the Notices displayed on the website and Parish notice boards. If that situation is still prevalent then it will be recommended that we delay the January meeting.

**The meeting closed at 2.30 pm**