

**BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL**

**Minutes of the Annual Meeting of the Joint Parish Council  
held in Barford Memorial Hall on Mon 12 May 2025**

<b>Present:</b>	Chairman: Cllr J V Murphy Cllr: J T Barrott, J D Billingham, R Clay, J M Hawkesford G Jackson, T Merrygold, P B Phillips, B Ranner, M J Sheard
<b>Apologies:</b>	Cllr: H Gadsden, Mrs S Jarratt, Mrs R Newsome, Mrs K E Thomson
<b>In attendance:</b>	Cllr J Matecki

**Opening**

1 The meeting opened at 7:30 pm.

**Declarations of Disclosable Interests**

2 None

**Public Participation**

3 1 member of the public attended the meeting.

**Election of Chairman of the Council for 2025-2026**

4 Cllr J V Murphy was elected.  
Nominated by Cllr Barrott, Seconded by Cllr Hawkesford, carried unanimously.

**Election of Vice Chairman**

5 Cllr J T Barrott was elected.  
Nominated by Cllr Clay, Seconded by Cllr Sheard, carried unanimously.

**Delegation of JPC Powers**

6 RESOLVED: That the JPC delegates to the Proper Officer all its legal powers, save for those reserved to the full council. In the exercise of this prerogative, the Proper Officer will be guided by the Chairman of the JPC or the Vice-Chairman or both.

**Minutes of the JPC Meeting**

7 10<sup>th</sup> March 25 - The minutes were approved as a true record. There were no matters arising.

**Minutes of the JPC Planning Meeting**

8 10<sup>th</sup> March 25  
9<sup>th</sup> April 25  
7<sup>th</sup> May 25  
The minutes were approved as a true record. There were no matters arising.

**JPC Appointments for 2025-26**

9

	Planning	Disciplinary	Disciplinary Appeals	BMHMC	WALC	Emergency Committee	Trustee BYCC
<i>Composition</i>	6+2+2*	4*	5**	1	2	7*	
Cllr J T Barrott	✓		✓		✓	✓	
Cllr J D Billingham	✓	✓				✓	
Cllr R Clay	✓		✓			✓	
Cllr H Gadsden	✓					✓	
Cllr J M Hawkesford		✓				✓	
Cllr G Jackson			✓			✓	
Cllr Mrs S Jarratt	✓						
Cllr T Merrygold	✓	✓					
Cllr J V Murphy	✓	✓			✓	✓	✓
Cllr Mrs R Newsome	✓						
Cllr P B Phillips			✓				

Cllr B Ranner				✓		✓	
Cllr M J Sheard	✓		✓				
Cllr Mrs K E Thomson							

\*Chairman      \*\*Vice-Chairman

Cllr Murphy was appointed as JPC Trustee BYCC  
Nominated by Cllr Barrott, seconded by Cllr Clay, carried unanimously.

## Financial Reports

### 10 Cash Book Balances as at 31<sup>st</sup> March 2025

HSBC                      £56,205.67

Santander              £76,893.57

The JPC took note

### 10.1 Receipts and Payments

Date	Payee	Category	Amount
01 Mar 25	Santander Interest	Bank Interest	61.59
03 Mar 25	Stripe	BSC	79.65
11 Mar 25	Plot 4	Allotments	41.60
11 Mar 25	Plot 22B	Allotments	55.47
12 Mar 25	Plot 14	Allotments	41.60
12 Mar 25	Plot 20	Allotments	87.08
12 Mar 25	Plot 21A	Allotments	45.30
13 Mar 25	Plot 25	Allotments	55.47
13 Mar 25	Powerscribe	BSC	-115.20
13 Mar 25	DCK Payroll Solutions Ltd	Payroll Services	-36.00
13 Mar 25	T Sparkes Elec	BYCC	-270.00
13 Mar 25	Plot 13	Allotments	41.60
14 Mar 25	Plot 6	Allotments	45.30
15 Mar 25	Plot 10 & 12	Allotments	83.20
17 Mar 25	D M Hadley Ground Rent	Allotments Hire of Land	-172.00
17 Mar 25	R J Smith Ground Rent	Allotments Hire of Land	-172.00
19 Mar 25	Plot 11A & 19	Allotments	90.60
19 Mar 25	Plot 7	Allotments	41.60
21 Mar 25	HSBC Charges	Bank Charges	-8.00
22 Mar 25	Plot 3	Allotments	41.60
25 Mar 25	JPC Office	JPC Office	-75.00
25 Mar 25	Plot 26	Allotments	55.47
25 Mar 25	HMRC Mth 12	PAYE/ERNI	-1,102.86
25 Mar 25	Cool Breeze Technology	Microsoft 365	-79.00
25 Mar 25	Eon	KGF	-105.65
25 Mar 25	J R Turpin	Bus Shelters	-60.00
25 Mar 25	Stamps (reimburse Clerk)	Allotments	-108.90
25 Mar 25	Octopus (reimburse Clerk)	KGF	-158.11
26 Mar 25	Plot 5	Allotments	41.60
26 Mar 25	Employee 3	Employment Exp Salary	-86.60

28 Mar 25	Employee 1	Employment Exp Salary	-1,029.81
28 Mar 25	Plot 20D	Allotments	41.60
28 Mar 25	Plot 8	Allotments	41.60
28 Mar 25	Plot 6C	Allotments	41.60
29 Mar 25	Plot 11B	Allotments	41.60
30 Mar 25	Plot 23A	Allotments	55.47
30 Mar 25	PLOT 20.2	Allotments	35.50
30 Mar 25	PLOT 20A	Allotments	41.65
30 Mar 25	PLOT 20B	Allotments	27.77
31 Mar 25	NEST	Pension	-97.38

The JPC endorsed these transactions

### 10.2 Management Accounts to March 25

MARCH MANAGEMENT ACCOUNTS 2024/25				
	Bdgt 24-25	Comment	YTD	FOO
<b>RECEIPTS</b>				
Allotments Rents	1,663	Reflects a 6.7% increase in rents	1284	1284
Bank Interest	700		730	730
BSC	2,000		1070	1070
Precept	66,963		66964	66964
VAT (prior year)	14,000		7130	7130
WCC Grant Defibrillator/BCC Donation			2125	2125
Wayleave	5		5	5
<b>TOTAL RECEIPTS</b>	<b>85,331</b>		<b>79308</b>	<b>79308</b>
<b>PAYMENTS</b>				
Allotments Hire of Land	680	5-year review. Increase to £680 from Sep 24	688	688
Allotments Maintenance	100			0
Allotments Water Supply	250		161	161
Allotments Pest Control	250			0
Audit Fees	925	External Auditor +5%. Internal Auditor +£200	778	778
Bank Charges	105		101	101
BSC	120	Website charges	115	115
Bus Shelters Maintenance	620		475	475
Bus Shelter Refurbishment	0		15164	15164
Chairman's Allowance	620	Indexed		
Election costs	2,500	Incremental rise to £10k Designated Fund by 2027		
Employment Expenses	22,905	2% increase assumed	26810	26810
Footpath			25764	25764
Grants:BYCC	0		20000	20000
Grants:BYCC	0		40000	40000
Grants: Churtyard Maintenance	1,761	Indexed	1761	1761
Grants: Community Centres	4,481	Indexed	4482	4482
Insurance Premium	4,000	Estimate	3933	3933
KGF/	5,000		5417	5687
KGF Mowing Charges	6,919	Rolling contract reviewed 5% increase	4770	4770
Newsletter	2,881	Agreement to track CPI	3200	3200
Office Accommodation	960	Indexed	925	925
Open Spaces Maintenance/ Mowing Charges	5,000	OSM Designated Fund provides BYCC £40k grant	753	753
Payroll Administration			530	530
Pest Control (OSM)	300		210	210
Postage	80	Predominantly for sending allotment contracts	199	199
Printing and Stationery	20		209	209
Public Access Defibrillator			2276	2276
Rectory Paddock	500	Fixed annual charge	938	938

Section 137	25	Remembrance wreath	20	20
Subsidiary Powers LGA72 s111 Total	0		953	953
Subs: SLCC	188		190	190
Subs: WALC	710		736	736
Training and Seminar Expenses	200		262	262
Travel Expenses	80			
Venue hire	0		23	23
War Memorial Wasperton	124		124	124
<b>TOTAL PAYMENTS</b>	<b>62,304</b>		<b>162852</b>	<b>163122</b>
<b>Difference:</b>	<b>23,028</b>		<b>-83545</b>	<b>-83814</b>

<b>EXECUTIVE SUMMARY MAR 25</b>		
Opening balance 2024-25	216,642	
Excess of Income over Expenditure 2024-25	(83,544)	
Closing balance 2024-25	<b>133,098</b>	
<b>Designated Funds</b>		
Barford Leisure Improvement Scheme:		
Barford Sports Club	10,090	Self funding
King George's Field	8,597	Includes residue of third-party start-up funding
Sinking Fund	40,000	Funded from Precept; for long-term capital needs
Barford Telephone Kiosk	200	Barford Heritage Group bond for future costs
Barford War Memorial	470	Raised by public subscription
Contested Election Costs	7,500	JPC policy to maintain this reserve (2.5K increase 24/25)
Key Man Insurance	17,300	75% of employment costs and office accommodation
Neighbourhood Watch	100	Current Balance
<b>Total Designated Funds</b>	<b>84,257</b>	
<b>SUMMARY 2024-25</b>		
Closing balance	133,098	
Designated Funds	(84,257)	
<b>Discretionary Reserve</b>	<b>48,841</b>	

The JPC took note

#### Phone Mast

- 11 No further update – the operator has still only managed to secure one service provider to rent the mast, the landowner needs two to make it viable.  
Cllr Hawkesford will advise Clerk if/when there is any further progress, in the meantime, item will be removed from agenda.

#### JPC Social Media – Editorial Policy

- 12 Cllr Ranner presented his draft of the Social Media Policy.  
The chair reminded members that it had previously been resolved that only the chair (or vice) and clerk should represent the JPC policy and opinion to ensure consistent messaging, especially over controversial matters. Clearly that policy now needed some relaxation however there should be caution exercised over direct input by individual councillors.  
Cllr Ranner confirmed that comments would be limited to Facebook and Instagram.  
It was agreed that Cllr Ranner would organise a working group to review the policy with a further update at the June JPC meeting.  
The JPC thanked Cllr Ranner for his hard work in producing the first draft.

#### JPC Email/Website

- 13 After lengthy debate the JPC agree on the following domain name:

BarfordSherbourneWasperton-jpc.gov.uk

Email to consist of first name followed by surname, eg joebloggs@

All Councillors to confirm to the Clerk their chosen first name for their e-mail address and also provide a headshot in landscape format for the website.

Cllr Hawkesford offered to use his drone to take some photographs of the villages so that we can select a header image for the website. Once we have selected the image we can choose a complimentary foreground primary colour.

Clerk to inform ParishOnline of the domain name choice and e-mail format.

### **Youth Advisory Board**

14 Cllr Ranner presented his paper on forming a 'Youth Advisory Board' to seek the views and engagement of young people living in our communities.

Cllr Ranner had undertaken an informal polling of 20 young people and asked what would make it worthwhile for them to be part of the scheme. The overall response was that it would "*only be worthwhile if the JPC listened to what they were saying*".

Cllr Ranner has also been in touch with the Youth Services Team at District Council and is currently waiting for a response. This is with a view to sending them the document for comment.

Initial thoughts are that the Youth Advisory Board would start in September, in line with the academic year. The help of at least two councillors would be needed to mentor the group, Cllrs Ranner and Hawkesford both volunteered their services. The implementation of a Safeguarding Policy and a basic DBS check for the councillors involved will be required. The Board would run parallel to the JPC, meeting monthly at the BYCC (offset by 2 weeks). The Board would consist of 16 people, with the Chair and Deputy of the Youth Advisory Board reporting in to the JPC on a quarterly basis.

Cllr Ranner has spoken to Stratford and Kineton High Schools who both run courses that require students to complete work within the community, which is also a requirement of the Duke of Edinburgh Award Scheme. It was also noted that Aylesford School should be contacted as they run similar community projects to Stratford and Kineton.

The initial action will be to establish if there is an appetite for the project and how do we measure this?

Cllr Ranner will get in touch with the District Council for their input and also contact local youth organisations and schools to see if they are willing to publicise information.

The general feeling amongst members was that there should be a cautious start before fully committing the JPC to major administration and costs.

The chair requested that Cllr Ranner prepare a short report along with Budget request to be presented at next meeting.

The JPC offered their thanks to Cllr Ranner for his hard work in preparing the report.

### **Quote for KGF Sand Dressed Quarterly Maintenance**

15 Quote from Smiths Maintenance of £1700 + VAT to be invoiced in quarterly instalments of £425 + VAT

JPC Approved

### **Village Notice Board Survey**

16 Barford

Cllr Sheard presented his report on the work required to complete the repair/replacement of the village notice boards in Barford at a total cost of £3779.65 + VAT

An application has been made to Barford Community Charity for £2,209 to cover the costs of a new notice board for KGF and a replacement board at Wasperton Lane.

The purchase of these 2 new notice boards will be delayed until a decision has been made by Barford Community Charity re funding. In the meantime, the JPC approve costs of £1570 to cover all repair costs and the new Notice Board at BMH.

Sherbourne

Cllr Merrygold has undertaken a survey for Sherbourne village and reported that only minor repairs need to be undertaken at a cost of £87.00. JPC approved expenditure.

Cllr Merrygold will undertake the repairs himself. JPC thanked Cllr Merrygold in advance of his hard work.

Wasperton

Cllr Billingham presented his survey. The Village Notice Board as you enter the village is in a

dilapidated state and obscured by overgrown foliage. At the Wasperton APM it was agreed that this Notice Board was of no value and would not be repaired or replaced.

The notice board affixed to the Wasperton Village Hall is in regular use for advertising village events and for displaying JPC notices. The condition of the Notice Board is poor and unlikely to be economically repairable. The Village Hall Committee, responsible for raising funds for the village hall, wish to replace the notice board with one which is more in keeping with the character of the building. The Committee have commissioned a local craftsman to supply a bespoke wooden framed, "behind glass" notice board, tailored to fit the available space. Total cost £780.

The Committee have requested a contribution of 50% (£390) from the JPC towards the replacement notice board – JPC Approved expenditure

There is £3k allocated within the budget for replacement/repair of notice boards. This will adequately cover the costs for all 3 villages, excluding the new Community notice board and Wasperton Lane notice board in Barford which will hopefully be covered by the donation from Barford Community Charity. If unsuccessful in our application for funding, this will be funded from reserves. JPC Agreed

WCC Cllr Matecki also suggested that we should submit an application under WCC Councillor Grants scheme, perhaps with an application on behalf of each parish more likely to be successful.

### **Barford Bylaw Signs**

- 17 Quotation received to replace the 3 Barford By law Signs which are now over 20 years old and largely illegible.  
Total cost £472.60 + VAT  
JPC Approved expenditure

### **Clerk/RFO Training**

- 18 Training request for Clerking courses 1, 2 & 3, plus Agenda's and Minutes – Total cost £140 +VAT  
JPC approved expenditure

### **AOB**

- 19 Statement from Carmel and David Coleman presented by Clerk to JPC.  
Clerk to respond confirming the breakdown of attendance figures at this year's APMs.

Cllr Phillips brought to the attention of the JPC that there were 2 roads in our area which did not have a name. They were Barford Road/Flat Rabbit Straight and the Wasperton village road. Item to be considered further in Wasperton, perhaps at a Parish Meeting and possibly added to a later JPC agenda.

Cllr Hawkesford requested that the parking situation around the Youth and Community Centre be discussed at next JPC meeting. Item to be added to June agenda.

Cllr Murphy asked if anyone had any objections to opening the Rectory Paddock on 30<sup>th</sup> August to accommodate parking for a wedding reception to be held at the BYCC. It was to be noted that the event was not for one of our residents and the ceremony was to be in Warwick. JPC Agreed although it was commented that this should not become a frequent event, noting the impact on nearby residents and KGF users of such parking.

There being no further business, the meeting closed at 9.35pm

### **Date of Next Meeting**

- 20 Monday 9<sup>th</sup> June 2025

