

Barford, Sherbourne and Wasperton Joint Parish Council

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3 May 2003

Dear Councillor

The **ANNUAL MEETING** of the Council will be held on **Monday, 12 May 2003 at Barford Memorial Hall at 7.30pm** when your presence is requested.

To enable Members to complete their Statutory Declarations of Office (which must be signed before me) prior to the commencement of the meeting would Members please attend at 7.20pm.

Yours sincerely
David Hartwell
Clerk of the Council

To: All Members of the Joint Parish Council

AGENDA

1. Apologies for Absence
2. Election of Chairman of the Council for 2003/2004
3. Election of Vice-Chairman of the Council for 2003/2004
4. Declarations of Personal and Prejudicial Interests
Members are asked to declare interests in items on the agenda in accordance with the following provisions:
 - a) Section 7 of Parish Councils (Model Code of Conduct) Order 2001 (Personal Interests).
 - b) Section 9 of Parish Councils (Model Code of Conduct) Order 2001 (Prejudicial Interests). Members are reminded that should they have a prejudicial interest they must withdraw from the meeting and not seek improperly to influence a decision about the matter.
 - c) Section 106 of Local Government Finance Act 1992 (Non-payment of Council Tax).
5. Representations by Members of the Public
6. Matters for the Constabulary
7. Minutes
To confirm the minutes of the following meeting (enclosed)

Council	17 March 2003
Planning Committee	17 March 2003
Planning Committee	10 April 2003
8. Reports from representatives appointed to serve on other bodies

9. Appointment of Planning Committee for 2003/2004

Barford	4 Members
Sherbourne	2 Members
Wasperton	2 Members
Chairman of the Council	ex-officio

Decision required: To appoint the Planning Committee.

10. Appointment of representatives to serve on the following bodies

Members are requested to appoint representatives to the following:

- a) Barford Memorial Hall Management Committee.
- b) Warwick District Council Planning Forum – 3 representatives may be appointed.
- c) Warwickshire Association of Local Councils – 2 representatives may be appointed.
- d) Warwickshire Police Consultative Committee.

11. Appointment of Bank and Building Society Signatories

Members are requested to appoint signatories for the Councils Bank and Building Society Accounts.

The Councils Financial Regulation No.5.3 requires all cheques or orders for payment or withdrawals and transfer of funds from the Building Society Deposit Account to be signed by two Members of the Council and countersigned by the Responsible Financial Officer.

It is suggested that the Council appoints 3 Members as signatories one of whom is the Chairman of the Council.

Decision required

Members are requested to appoint 3 Members as signatories for the Councils Bank and Building Society Accounts.

12. Warwick District Council – Appointment of representatives to Standards Committee

As both District and Parish Elections took place on 1 May 2003 it is necessary for the District Council to appoint a new Standards Committee. The Committee includes two parish representatives and one substitute.

The District Council has therefore invited all Parish and Town Councils within its area to submit nominations to serve on its Standards Committee.

The timetable and selection process will be as follows:

- 29 May 2003 – Deadline for Parish and Town Councils to nominate one of their Members to sit on the Standards Committee. After this deadline the District Council will inform Parish and Town Councils of the nominations received and invite them to vote on their preferred three candidates (two members and one substitute).
- 23 June 2003 – Deadline for notifying preferred candidates.
- 24 June 2003 – The Standards Committee will recommend to Council that the two preferred candidates be appointed to the committee and the third as a substitute.

- 9 July 2003 – Council will ratify the Standards Committee recommendation; and
- 4 August 2003 – First meeting of the Standards Committee which the Parish and Town Council representatives can attend.

Decision required

Members are asked if they wish to nominate a representative to serve on Warwick District Council's Standards Committee.

13. Chairmans Allowance for 2003/2004

This Council in common with many other Local Councils has in previous years paid an allowance to its Chairman to defray expenses incurred during his/her term of office. The Association of Parish Councils (NALC) has however advised that following consultation by the Office of the Deputy Prime Minister (ODPM) in February this year on the amount of allowances payable to Members new Regulations will come into force on 1 May 2003.

At the time of preparation of this agenda no detailed information on the new Regulations has been received. NALC has however advised that it will issue a detailed briefing note in due course.

It is suggested that a decision on the payment of an allowance be deferred pending receipt of the new Regulations and the NALC briefing note.

Decision required

To defer consideration of an allowance to the Chairman of the Council pending receipt of the new Regulations and briefing note from NALC.

14. Annual Parish Meetings

To receive reports on the Annual Parish Meetings.

15. Traffic Calming Measures – Church Street/High Street, Barford

The Chairman will report on a meeting held on 29 April 2003 with representatives of Warwickshire County Council Planning and Transport Department to discuss the unsatisfactory traffic calming installations in Church Street/High Street, Barford.

16. Barford Playing Field – Provision of Dog Bin

At the meeting of the Council held on 17 March 2003 it was agreed that the Council should at this meeting consider providing a dog bin at Barford Playing Field.

Warwick District Council has advised that the cost of supplying and installing a bin would be approximately £250. The annual cost of emptying is £70.

The District Councils scheme for reimbursement of 'Concurrent Services' expenditure indicates that subject to prior approval the cost of emptying dog bins would be reimbursable. They have advised however that a review of the scheme is pending and until this is undertaken they are not able to consider requests for additions to the existing arrangements

Decision required

Members are asked to consider the above and resolve accordingly.

BARFORD, SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL
 EXTRACT FROM MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD
 ON MONDAY, 12 MAY 2003.

17. Restoration of Barford War Memorial

17.1 It was reported that following preparation of the specification for restoration of Barford War Memorial by the Architects – The Hitchman Stone Partnership - tenders had been invited for the work in two parts:

- i) Supply of new large engraved Hornton stone plaque to replace eroded existing and refurbishment of two existing small plaques.
- ii) Rebuilding of Churchyard wall in which the War Memorial plaques are incorporated and relaying paved area in front of the Memorial.

Tenders received:

- a) Plaques – Three suppliers were invited to submit tenders – Hornton Masonry Company, C Pullin & Son and Charnley Memorials Ltd.

The following tenders were received:	£
Hornton Masonry Company	3422.35
C Pullin & Son	6308.37

- b) Rebuilding work – Four contractors were invited to submit tenders – Sibbasbridge Ltd, Fern Construction, Manor Builders, DWAG Builders.

The following tenders were received:	£
Fern Construction	5128.00
Sibbasbridge Ltd	5995.00

17.2 Representatives of Barford Parochial Church Council and Barford Residents Association (BRA) had joined with representatives of the Joint Parish Council to form a Working Party to look at ways of funding and progressing the scheme with a view to enabling it to be completed in time for Remembrance Sunday 2003.

The Working Party had launched a Village Appeal and a ‘Buy a Brick’ appeal. BRA was also intending to hold a fund raising event in Barford Memorial Hall during June.

It was reported that at the time of preparation of the agenda the following funds had been raised. Several other pledges had been made which were yet to be received.

	£
Village Appeal	2065
‘Buy a Brick’	<u>780</u>
	<u>2845</u>

17.3 In addition the following applications for grant assistance had been submitted.

- Warwick District Council Conservation Area grant – Decision awaited.
- The Friends of War Memorials – Grant of £500.00 awarded.

17.4 The possibility of obtaining grants from other relevant bodies such as the Regiments of those named on the memorial plaques and the National Heritage Memorial Fund (NHMF) had been investigated. The Regiments had advised that since they only had limited funds available they restricted grant assistance to those Memorials where a large number of their Regiment were commemorated. The NHMF had advised that

the Memorial did not comply with their criteria for awarding grant since it is not 'listed' or freestanding.

- 17.5 Based on the lowest tenders and donations and grants received as set out above the current net estimated cost of the scheme was as follows:

	£
Supply of new plaque & refurbishment of 2 existing – Hornton Masonry Company	3423
Rebuilding of wall & relaying paved area - Fern Construction	5128
Architects Fees	1000*
Contingency provision	<u>1500</u>
	11051
Less:	£
Contribution by Barford Parochial Church Council	1874
Architects fees met by Barford Parochial Church Council	300
Grant - Friends of War Memorials	500
Appeal and 'Buy a Brick'	<u>2845</u>
	<u>5519</u>
Net Estimated cost	<u>5532</u>

* £300 of the Architects fees already been paid. Provision for this was made in the 2002/2003 revised estimates.

- 17.6 A sum of £7700 was provided in the estimates for 2003/2004.
- 17.7. It was noted that the agreement of the Church Authorities was required to rebuild the Churchyard wall in which the plaques are incorporated.

Resolved:

That subject to the agreement of the Church Authorities to the rebuilding of the wall incorporating the plaques and a decision on Warwick District Council Conservation Areas Grant:

- a) The following tenders be accepted:
- | | £ |
|--|------|
| Supply of new plaque & refurbishment of 2 existing – Hornton Masonry Company | 3423 |
| Rebuilding of wall & relaying paved area - Fern Construction | 5128 |

- b) The Hitchman Stone Partnership be appointed to supervise the work.

c) That authority be delegated to a Working Party comprising the Chairman, Cllr J V Murphy, Cllrs M P Byerley, R G Mulgrue, and W Worrall to approve variations of cost to the contract if required during the undertaking of the work subject to approval for major cost variations being obtained from the Council.

18. Barford Bus Shelter – Lighting

At a previous meeting of the Council it was suggested disconnecting the lighting supply to Barford Bus Shelter since the light was frequently out of action and unnecessary.

The Clerk will report that Powergen has advised that their standard disconnection charge is £180.

A fixed charge - currently £16.78 per annum - is made by Powergen for providing an electricity supply to the shelter.

Decision required

Members are asked if the supply should be disconnected.

19. Quality Parish and Town Council Status

It will be reported that the Government on 18 March 2003 launched its scheme to enable Parish and Town Councils to obtain 'Quality Council' status. The Government has promised to issue guidance on the scheme during this month.

The Government say that the scheme is intended to provide an opportunity for local communities to have a bigger say on local decisions and the services that effect them.

A full report will be submitted when more information is available.

Decision required

To note the above.

20. Warwickshire Association of Local Councils – Induction course for new Councillors

The Association has arranged a course aimed at the newly elected Councillor which will be held over two evenings 30 June and 7 July – 7pm to 10pm at Shire Hall, Warwick. The fee is £30 .00 per delegate.

Decision required

To appoint delegates to attend the above course.

21. The Accounts and Audit Regulations 2003

The Government on 11 March 2003 approved new Regulations which supersede from 1 April 2003 the Accounts and Audit Regulations 1996 (as amended)

Significant changes relate to the following:

- A new explicit requirement for Authorities to be responsible for their financial management and system of internal control rather than the Responsible Financial Officer.
- A requirement for authorities to follow proper internal audit practices.
- An increase in the financial threshold above which parish councils are required to prepare income and expenditure accounts from £50000 to £100000.
- The bringing forward of the deadlines for approval and publication of accounts (at present 31 December but new date of 30 September to be phased in over next 3 years).

Decision required

Members are requested to note the new Regulations and to consider if they wish to make any changes to their existing arrangements.

22. Warwick District Council Design Awards 2003

Warwick District Council has advised that due to the success of its design awards scheme in 2000 its Members decided to repeat the event on a two to three yearly basis. A design award scheme will therefore be held for 2003. As with previous schemes recognition will be given to both new buildings and restorations or extensions to buildings together with environmental improvements that make a significant contribution to the character or appearance of a particular area.

The closing date for entries is 30 June 2003. Qualifying projects are those carried out since 30 June 2000. Members are requested to encourage members of the community associated with projects that might be eligible for an award to submit an application.

Decision required

To note the above.

23. Parish Plans

The Countryside Agency has issued a new publication and resource pack entitled 'Parish Plans – guidance for town and parish councils'.

The aim of the pack is to encourage town and parish councils to apply for grants of up to £5000 available from the Countryside Agency through its Vital Villages programme to support communities through the production of a Parish plan.

Decision required

Members are asked to decide the action to be taken on the above.

24. Bank Balances (for information)

As at 3 May 2003

	£
Bank Account	3004.01
Building Society Deposit Account	22472.46
25.4.03 Received from Warwick DC - 50% Precept	7825.00
25.3.03 Allotment rents received	64.50
10.4.03 Transfer from Building Society Account to Bank Account	3000.00

25. Payment of Accounts

a) Members are requested to approve the cheque signatories action in making payment of the following accounts since the last meeting:

	£
Centre 1172 – Printing	75.87
Miss D M Hadley – 50% half yearly rent of allotments	37.50
Mrs R J Smith – 50% half yearly rent of allotments	37.50
D H Hartwell – February salary and expenses £297.43, reimbursement of stationery – Staples £7.38	304.81
D H Hartwell – March salary & expenses	309.29
George Worrall Engineering Ltd – Supply & installation of shelter on Playing Field	4694.13
Warwickshire County Council – Supply & installation of Jubilee Sign at Sherbourne	634.50
Centre 1172 – Printing	41.83

b) Members are requested to approve payment of the following:

Cornhill Insurance – Renewal Insurance premium	544.05
Warwickshire Association of Local Councils	
- Subscription	271.00
- 2 copies plus 1 free Local Council Review	<u>23.18</u>
Byways & Bridleways Trust – Annual subscription	294.18
	29.00*

*If it is wished to renew this subscription it must be considered under S.137 of the Local Government Act 1972 (the 'Free Resource') where it is resolved that the Council is of the opinion that the expenditure is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

26. Appointment of Clerk and Responsible Financial Officer

It will be reported that in accordance with the delegation to them the Consultative Committee has appointed Mrs Patricia M Walters of 9 Knoll Drive, Warwick as Clerk and Responsible Financial Officer to the Council to replace Mr Hartwell.

Mrs Walters who commenced on 8 April 2003 has been appointed at a commencing salary of £2803.00 per annum this being 7/37 hours of spinal column point 18 of the National Salary Scales for Local Council Clerks LC1 Spinal column points 15 – 21 (currently £13863 - £16515 for full time appointments). Annual increments are payable on 1 April each year until the scale maximum is reached.

The terms and conditions of employment are those recommended by the National Association of Local Councils.

Mrs Walters who is self-employed has undertaken to provide through her company her own office facilities including computer and as a contribution to these expenses a payment of £500.00 per annum (paid as a monthly amount) has been agreed. The cost of telephone calls, stationery, printing charges and travelling expenses will be separately reimbursed.

Until Mr Hartwell retires on 31 May 2003 Mrs Walters will act as his Deputy and assume full responsibility on 1 June 2003.

Decision required

To note the appointment of Mrs Walters as Clerk and Responsible Financial Officer.

27. Any other business that the Chairman may allow.

THE NEXT MEETING OF THE COUNCIL WILL BE HELD ON MONDAY, 16TH JUNE 2003 AT SHERBOURNE VILLAGE HALL AT 7.30PM

OUTSTANDING MATTERS

M40 Motorway – Screen planting at Sherbourne

Barford Bypass

Provision of low cost housing

Parish Paths Scheme – Sherbourne

Refurbishment of Barford & Wasperton War Memorials

Access to the River Avon

Upgrading of Barford Village Green play area to new standards

Additional lights at Barford and Wasperton