

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Wasperton Village Hall on Tuesday 19th July 2005

Present: Cllr J V Murphy (Chairman)
Cllr Dr M J Metcalfe, Cllr R G Mulgrue, Cllr J T Wright, Cllr R Clay, Cllr S G Starkey,
Cllr W Worrall, Cllr G P Grima, Cllr L Caborn,
Apologies: Cllr M P Byerley, Cllr Mrs M A Hayward, Cllr K S Hope, Cllr Mrs A Gordon, Cllr G F
Smith, Cllr R G Butler, Cllr Mrs Sawdon

Opening

- 74 The meeting opened at 7:30 pm
75 Apologies for absence were noted.

Declarations of Personal and Prejudicial Interests

- 76 Cllrs Clay, Murphy and Worrall declared a personal interest in the Barford shop and post office agenda item.

Representations by Members of the Public

- 77 No members of the public were present

Matters for the Constabulary

- 78 The CBO being unable to attend had submitted a written report which was tabled.

Minutes of the Meeting of Council 21st June 2005

- 79 The minutes were accepted as a true record.

Matters Arising

- 80 Minute 54. The Clerk reported that Cllr Caborn had stated that no further work in Barford would be funded in the current financial year.
- 81 Minute 55. In the absence of Cllr Mrs Gordon this matter was deferred until the next meeting of the JPC.
- 82 Minute 56. The Clerk reported that the contact at ODPM had declared the Regulation of Investigating Powers Act 2000 did not impinge upon the enforcement of the byelaws.
- 83 Minute 57. The Chairman reported that the matter was in hand and that there was nothing more to report for the moment.
- 84 Minute 59. The Clerk reported that the WCC Footpaths Officer planned to inspect the footpath on 20th July.

Minutes of the Planning Committee Meeting 14th March 2005

- 85 The minutes were approved as a true record. There were no matters arising.

Minutes of the Planning Committee Meeting 21st June 2005

- 86 The minutes were approved as a true record. There were no matters arising.

Minutes of the Planning Committee Meeting 5th July 2005

87 The minutes were approved as a true record.

Matters Arising

- 88 Minute 37. Cllr Clay acknowledged that criticism of a planning application on aesthetic grounds was a sensitive and subjective matter. Nevertheless he felt obliged to say that, having visited the site (with Cllr Murphy) immediately after the planning meeting, he was not persuaded that the objection to the application was well-founded, and he cautioned against the Planning Committee adopting too hard a line for fear of losing credibility with the Planning Authority.
- 89 Minute 38. The Clerk had brought the attention of the WCC Highways department to this complaint.

Management Accounts as at 30th June 2005

- 90 Members took note of the management accounts at Annex A and agreed to receive updated versions of them three or four times throughout the financial year. They considered that nothing in them required their immediate intervention.

Annual Internal Audit Report Year Ended 31st March 2005

- 91 Members took note of the annual internal audit report and were satisfied that all matters brought to their attention by the internal auditor had either been resolved or that provision had been made to have them resolved.
- 92 Members paid particular attention to risk assessment and were briefed by the Clerk on the risks covered by insurance. Other risks were however less well documented and the Clerk was instructed to present a paper listing the full spectrum of risk for their consideration.

Statement of Accounts Year ended 31st March 2005

- 93 Members examined the statement of accounts in conjunction with its supporting documents; the financial report and the reasons for significant variances year on year. Satisfied with their accuracy they RESOLVED to approve the following:

	Year ending	
	31 March 2004	31 March 2005
1 Balance brought forward	17693	25006
2 (+) Annual precept	15650	15613
3 (+) Total other receipts	19924	5507
4 (-) Staff costs	4709	6207
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	23552	17406
7 (=) Balances carried forward	25006	22513
8 Total cash & investments	25006	22513
9 Total fixed assets and long term assets	278559	291015
10 Total borrowings	0	0

Statement of Assurance

- 94 Members approved the following statement of assurance:

"We acknowledge as the members of Barford, Sherbourne and Wasperton Joint Parish Council our responsibility for the preparation of the statement of accounts and for the council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2005 that:

- 1 We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

- 2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have significant financial effect on the ability of the council to conduct its business or on its finances.
- 4 We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We have maintained an adequate and effective system of internal audit of the council's accounting records and control systems.
- 7 We have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.
- 8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have any financial impact on the council and, where appropriate have included them in the statement of accounts."

Byelaws for Pleasure Grounds, Public Walks and Open Spaces

- 95 RESOLVED that the byelaws at Annex B be adopted and that any two members for the time being be authorized to execute the document.

Cash Balances as at 30th June 2005

- 96 Members took note of the following cash balances:

	Reconciled	Cash Book
HSBC	£27,832.68	£6,628.26
Alliance & Leicester	£0.00	£20,000.00
Total	£27,832.68	£26,628.26

Payment of Accounts

- 97 Members endorsed the following payments:

Date	Cheque	Payee	Category	Sum
11 Jun 05	101471	Mr S Dorgan	02 Repairs and maintenance	45.00
15 Jun 05	101472	Viking Direct	08 Printing and stationery	89.22
20 Jun 05	101473	J F Johnson	08 Travel	3.00
30 Jun 05	SO	Inland Revenue	08 Employment Expenses	304.77
30 Jun 05	SO	J F Johnson	08 Employment Expenses	633.24
30 Jun 05	SO	J F Johnson	08 Office Accommodation	42.95
30 Jun 05	101474	Louise Best	08 Audit Fees	60.00
30 Jun 05	101475	S&D Window Cleaners	02 Repairs and maintenance	45.00
30 Jun 05	101476	J F Johnson	08 Postage	26.70
30 Jun 05	101477	J F Johnson	08 Travel	87.75

Receipts

98 Members noted the following receipts:

Date	Payer	Category	Sum
3 Apr 05	Customs & Excise	09 VAT Prior year	741.66
10 Apr 05	WDC	01 WDC grant upgrade climbing frames	1,665.00
19 Apr 05	HSBC	09 Interest	11.02
30 Apr 05	WDC	09 Concurrent Services	1,670.00
30 Apr 05	WDC	09 Precept	8,633.50
19 May 05	HSBC	09 Interest	6.72
19 Jun 05	HSBC	09 Interest	7.41
21 Jun 05	Customs & Excise	09 VAT Prior year	380.46

Barford Post Office

99 Cllrs Mulgrue and Worrall tabled the paper at Annex C.

100 After prolonged and detailed discussion it was RESOLVED that:

100.1 A planning application be submitted forthwith for a portacabin at least sufficiently large for a post office to be positioned adjacent to Barford Memorial Hall.

100.2 For the moment, the aspiration to provide a community shop be abandoned.

100.3 A planning application be submitted forthwith for alterations to Barford Memorial Hall to house a post office facility.

101 In connection with Minute 100.1; the Clerk was instructed to obtain competitive quotations for drawing up plans and submitting the planning application to the Planning Authority.

Resignation of Councillor

102 Cllr Morris's intention to resign from the JPC with effect from 30th September 2005 was noted.

Any Other Business

103 The Chairman reported:

103.1 A planned Special Barford Parish Meeting on 21st July at 7:30 pm in Barford Memorial Hall

103.2 A revised deposit version of the Warwick District Local Plan was on circulation for comment. It was available on the WDC website and the Clerk was attempting to obtain copies on CDs for members with computers. He had obtained one additional hard copy which was given to Cllr Grima to circulate to Sherbourne members. The Chairman undertook to check whether the JPC's original comments had been incorporated. The closure date for comment is 19th August and a special meeting of the JPC will be arranged before then. Members with comments should present them at that meeting in the form of a suggested revised form of wording to the document.

103.3 A supplementary planning document "Managing Housing Supply" had been received from WDC and details distributed to members who had been invited to respond in an individual capacity.

103.4 Materials had been ordered for the next phase of the skateboard area improvement.

103.4 WDC had invited the JPC to comment upon its waste management plan. The task was delegated to a working group comprising Cllrs Clay, Grima and Metcalfe.

104 There being no further business the meeting was closed at 10:00 pm

Date of Next Meeting

105 The next meeting of Council is on Tuesday 20th September 2005 at 7:30 pm in Barford Memorial Hall Hall.

MANAGEMENT ACCOUNTS AS AT 30TH JUNE 2005

No	Category	Budget	YTD	(Budget v YTD)	FOO	(Budget v FOO)
1	Recreation Grounds and Open Spaces					
	General repairs and maintenance	(1000)		1000	(500)	500
	Barford Village Green upgrade climbing frames		(1645)	(1645)	(1645)	(1645)
	Mowing charges	(1200)	(650)	550	(1350)	(150)
	Skateboard ramps noise reduction	(1250)		1250	(1250)	(0)
	Income:					
	Barford playing field lettings	150		(150)	150	0
	WDC grant upgrade climbing frames		1665	1665	1665	1665
		(3300)	(630)	2670	(2930)	370
2	Bus Shelters					
	Repairs and maintenance	(400)	(150)	250	(600)	(200)
		(400)	(150)	250	(600)	(200)
3	Allotments					
	Maintenance					
	Rent of land	(150)		150	(150)	(0)
	Income:					
	Allotment rents	60		(60)	60	0
		(90)		90	(90)	0
4	Churchyard Maintenance					
	Grants	(1000)		1000	(1000)	(0)
		(1000)		1000	(1000)	(0)
5	Village Halls					
	Grants	(2460)		2460	(2460)	(0)
		(2460)		2460	(2460)	(0)
6	Tree and Bulb Planting					
	General expenses	(100)		100		100
		(100)		100		100
7	Roadside Seats					
	Repairs and maintenance	(100)		100		100
		(100)		100		100
8	Other Expenses					
	Advertising and Publicity	(300)		300	(200)	100
	Audit fees	(380)	(60)	320	(380)	(0)
	Bank Charges	(20)		20	(20)	(0)
	Books and publications	(100)		100	(25)	75
	Chairman's allowance	(340)	(340)	(0)	(340)	(0)
	Election expenses	(940)		940	0	940
	Employment Expenses	(8400)	(2814)	5586	(11256)	(2856)
	Hire of meeting venues	(140)		140	(140)	(0)
	Insurances	(750)	(850)	(100)	(850)	(100)
	Litter bins WDC charges	(100)		100	0	100

	Noticeboard repairs and maintenance	(200)		200	(100)	100
	Office accommodation		(129)	(129)	(773)	(773)
	Postage		(67)	(67)	(402)	(402)
	Printing and stationery	(590)	(258)	332	(1549)	(959)
	Subscriptions:					
	Association of Local Council Clerks	(100)		100	(100)	(0)
	Association of Local Councils	(310)	(329)	(19)	(329)	(19)
	Telephone					
	Training and seminar expenses	(500)	(25)	475	(150)	350
	Travel		(195)	(195)	(1172)	(1172)
	Contingency	(1000)		1000		1000
		(14170)	(5068)	9102	(17787)	(3617)
9	Other Income					
	Concurrent services contributions WDC	1670	1374	(296)	3374	1704
	Interest	150	25	(125)	150	0
	Precept	17268	8634	(8634)	17268	0
	VAT prior year	1000	1122	122	1122	122
	Wayleave	4	0	(4)	4	0
		20091	11155	(8937)	21918	1827
10	Section 137					
	Section 137 grants	(2500)	0	2500	0	2500
		(2500)	0	2500	0	2500
11	Barford Parish Plan					
	Income				750	750
	Expenditure		(1192)	(1192)	(3000)	(3000)
			(1192)	(1192)	(2250)	(2250)
	TOTALS	(4029)	4115	8144	(5199)	(1170)

Barford, Sherbourne & Wasperton Joint Parish Council

BYELAWS FOR PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES

ARRANGEMENT OF BYELAWS

**PART 1
GENERAL**

- 1 General Interpretation
- 2 Application
- 3 Opening times

**PART 2
PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC**

- 4 Protection of structures and plants
- 5 Unauthorized erection of structures
- 6 Protection of wildlife
- 7 Camping
- 8 Fires
- 9 Missiles

**PART 3
HORSES, CYCLES AND VEHICLES**

- 10 Interpretation of Part 3
- 11 Horses
- 12 Motor vehicles
- 13 Overnight parking

**PART 4
PLAY AREAS, GAMES AND SPORTS**

- 14 Interpretation of Part 4
- 15 Children's play apparatus
- 16 Skateboarding Etc.
- 17 Ball games

**PART 5
OTHER REGULATED ACTIVITIES**

- 18 Trading
- 19 Excessive noise
- 20 Public shows and performances

**PART 6
MISCELLANEOUS**

- 21 Obstruction
- 22 Savings
- 23 Removal of offenders
- 24 Penalty

**SCHEDULE 1
List of Grounds**

**SCHEDULE 2
Rules for Playing Ball Games in Designated Areas**

Byelaws made under section 164 of the Public Health Act 1875 and sections 12 and 15 of the Open Spaces Act 1906 by Barford, Sherbourne & Wasperton Joint Parish Council with respect to pleasure grounds, public walks and open spaces.

PART 1 GENERAL

General Interpretation

- 1 In these byelaws:
“the Council” means Barford, Sherbourne & Wasperton Joint Parish Council;
“the ground” means any of the grounds listed in the Schedule 1;
“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;
“invalid carriage” means a vehicle, whether mechanically propelled or not,
(a) the unladen weight of which does not exceed 150 kilograms,
(b) the width of which does not exceed 0.85 metres, and
(c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

Application

- 2 These byelaws apply to all of the areas listed in Schedule 1.

Opening times

- 3 (1) No person shall enter or remain in the ground except during opening hours.
(2) “Opening hours” means the days and times during which the ground is open to the public indicated by a notice placed in a conspicuous position at the entrance to the ground.

PART 2 PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Protection of structures and plants

- 4 (1) No person shall without reasonable excuse remove from or displace within the ground:
(a) any barrier, post, seat, or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
(b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.
(2) No person shall walk on or ride, drive or station a horse or any vehicle over:
(a) any flower bed, shrub or plant;
(b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
(c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

Unauthorized erection of structures

- 5 No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

Protection of wildlife

- 6 No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting, or the setting of traps or nets or the laying of snares.

Camping

- 7 No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping.

Fires

- 8 (1) No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.
(2) Byelaw 8(1) shall not apply to any event at which the Council has given permission that fires may be lit.

Missiles

- 9 No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

PART 3 HORSES, CYCLES AND VEHICLES

Interpretation of Part 3

- 10 In this Part:
“motor cycle” means a mechanically propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;
“motor vehicle” means a mechanically propelled vehicle other than a motor cycle or invalid carriage;
“trailer” means a vehicle drawn by a motor vehicle, and includes a caravan.

Horses

- 11 (1) No person shall ride a horse in the ground except in the exercise of a lawful right or privilege.
(2) In any part of the ground where horseriding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

Motor vehicles

- 12 No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way for that class of vehicle.

Overnight parking

- 13 No person shall without the consent of the Council leave or cause or permit to be left any motor cycle, motor vehicle or trailer in the ground between the hours of 12 midnight and 6 a.m.

PART 4 PLAY AREAS, GAMES AND SPORTS

Interpretation of Part 4

- 14 In this Part:
“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;
“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

Children’s play apparatus

- 15 No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

Skateboarding Etc.

- 16 (1) No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles except in a designated area for such activities.
(2) No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Ball games

- 17 No person shall play ball games outside a designated area for playing ball games in such a manner:
- (a) as to exclude persons not playing ball games from use of that part;
 - (b) as to cause danger or give reasonable grounds for annoyance to any other person in the ground; or
 - (c) which is likely to cause damage to any tree, shrub or plant in the ground.
- 18 It is an offence for any person using a designated area for playing ball games to break any of the rules set out in Schedule 2 and conspicuously displayed on a sign in the designated area when asked to desist from breaking those rules.

PART 5 OTHER REGULATED ACTIVITIES

Trading

19. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

Excessive noise

- 20 (1) No person shall, after being requested to desist by any other person in the grounds make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:
- (a) shouting or singing;
 - (b) playing on a musical instrument; or(c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device.
- (2) Byelaw 20(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

Public shows and performances

- 21 No person shall without the consent of the Council hold or take part in any public show or performance.

PART 6 MISCELLANEOUS

Obstruction

22. No person shall:
- (a) obstruct any officer of the Council in the proper execution of his duties;
 - (b) obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
 - (c) obstruct any other person in the proper use of the ground.

Savings

- 23 (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

Removal of offenders

- 24 Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

Penalty

- 25 Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

SCHEDULE 1 List of Grounds

The areas referred to in Byelaw 2 are as follows:

- Barford Playing Fields
- Footpath numbers W96 & W96a from Church Lane to Wasperton Lane, Barford
- Joint Parish Council Allotments at Barford
- Barford Parochial Church Council Allotments
- Barford Village Green
- Grounds of Barford Memorial Hall, Church Street, Barford

SCHEDULE 2 Rules for Playing Ball Games in Designated Areas

Byelaw 18

Any person using a designated area for playing ball games must comply with the following rules:

- (1) No person shall play any game other than those ball games for which the area has been set aside.
- (2) No person shall obstruct any other person who is playing in accordance with these rules.
- (3) Where exclusive use has been granted to a person or group of persons by the Council for a specified period, no other person shall play during that period.
- (4) Subject to Paragraph (5), where the area is already in use by any person their permission to play must be sought by any other person wishing to play.
- (5) Except where they have been granted exclusive use by the Council for more than two hours, any person using the area shall vacate it if they have played continuously for two hours or more and know that any other person wishes to use the area.
- (6) No person shall play when a notice has been placed in a conspicuous position by the Council prohibiting play in that area of the ground.

Given under our hands and seals this nineteenth day of July 2005

(Signed)

(Signed)

Members of the Barford Sherbourne and Wasperton Joint Parish Council.

Village Shop & Post Office – a further report from the Contact Group

1. We are aware through a news item in the *Leamington Spa Courier* that the owner of the former shop intends to make a statement to the special Barford Parish Meeting on 21st July. We are also aware that towards the end of June the new owner informed the Economic Development Department of the County Council that “a deal has been done on the shop” as a result of which it was “no longer on the market”. Hopefully, residents will learn more about the nature of the “deal” on the 21st. In the meantime we, together with the Clerk, have been pursuing the decisions taken at the last JPC meeting.
2. The Council has had circulated to it copies of correspondence between the Clerk and the Planning Department of the District Council (enclosure 15) about the likelihood of obtaining Planning Permission for portakabin(s) in the area of the Memorial Hall. We explored the issues further with Mr Haslett at a meeting. He reiterated that in normal circumstances a portakabin was, in planning terms, “not acceptable”. He advised that any chance of approval by the Committee was likely, therefore, to depend on the strength of any special circumstances and measures to ameliorate its impact. These could include:
 - need;
 - planting to screen the building to reduce its visual impact;
 - support from owners of neighbouring properties;
 - size – the smaller the better;
 - sympathetic exterior to blend in with the surroundings;
 - whether any temporary approval could have a possible end date, e.g. whether a permanent structure could replace it;
 - support from District Councillors.

If the interior alterations to the former committee room at the rear of the Hall to make it suitable for a post office were pursued, this would require change of use permission. It would be possible for the JPC, in order not to lose further time, to submit alternative applications: portakabin or change of use.

3. Rough Costs of the alternatives: portakabin 22`x9` (second hand) – at least £20,000 to include delivery, siting, all work in fitting out, electrical work and water supply. Village Hall structural alterations and fitting out – about £12 – 14,000. Cost of drawing up plans for portakabin for submission to the District Council £350 – 500. No professionally drawn plans would be required for alterations to the village hall. A portakabin of the above dimensions would only be big enough for a post office, not an economically-viable shop.
4. The Clerk has sought advice from WALC on the legal position of the Council with regard to a post office or shop or both and this is summarised below:
 - The new post office/shop must be run as a community shop and not a profit making business, otherwise the JPC would be acting illegally if it donated money to a business, and it does not have the power to run a business.
 - In other villages where this has happened, it has been expedient to set up a separate committee with its own bank account to run the community post office. This may also be able to apply for grants which the JPC cannot access. The JPC can initiate this process by calling a public meeting and collecting names of willing volunteers. The committee can include members of the JPC and the Clerk.
 - The JPC may pay the planning application fee on behalf of any community body, and as it is a local authority the planning authority should charge only half the full amount for the application fee.
 - If a "Barford Post Office Committee" is set up the JPC may make a grant to it for the purchase of portacabin and its fixtures and fittings, using its allocation under s137 of the 1972 Act
 - Under section 134 of the Loc Gov Act 1972 the JPC has the power to acquire land (the term land includes buildings or premises) for the purposes of:
 - a. any of its functions under this or any other public general Act or
 - b. the benefit, improvement or development of its areaThe latter could be used for the purchase of a portacabin for a post office or shop

- Given that the JPC does not have the power to run a business, as stated above, a separate managing committee must be set up. The JPC then could lease the portakabin at a peppercorn rate to that committee.
 - For payment for alterations to the village hall and architect's fees, section 19 of the Local Government Act 1976 gives the JPC a power to provide and equip buildings for the use of social and recreational events etc. Many parish councils use this power to help the Village Hall Committee with the running costs of the hall. The JPC could therefore make a general grant to the committee for it to use how it saw fit.
5. As a contingency against the new owner of the former shop not announcing on the 21st the re-opening of a general store & post office the JPC needs to take decisions on the questions shown below. These decisions are urgent since:
- (a) the Post Office confirms that if a former sub-post office has been closed for more than 18 months its policy is to assume that sufficient business has been lost that a new office cannot open automatically and so a fresh case has to be made to locate a new office in that area; (b) there is considerable pressure on the funds available for grants for building alterations and fitting out post offices such that the longer the delay in applying the less chance of success.
- Despite the discouraging advice from the District Council, should a Planning Application for portakabin(s) be submitted (cost £265 for up to 75 sq. m., £135 for under 40 sq.m.)?
 - If so, should the portakabin(s) be large enough for both a shop and post office?
 - Should parallel alternative applications be made simultaneously to avoid delay if the portakabin(s) are not approved?
 - Who will be responsible for drawing up plans?
 - Should a post office be a satellite operation or an independent sub-post office?

Factors the JPC should take into account are:

- costs (see above);
 - size of a shop to make it economically viable;
 - extent of community support to run a shop and the likelihood of this support being maintained over time (this may become clearer after the Barford Parish Meeting);
 - cost of employing a manager;
 - a satellite post office or an independent sub-post office:
 - a satellite would be dependent on its parent Post Master and so might end if that Post Master left;
 - however, it might be easier for the village to end a satellite operation than an independent office if a more suitable permanent location were ever to become available, e.g. the Barford House lands;
 - the interior work required for a satellite office would be less costly since alterations to the rear of the hall would be minimal except for security issues;
 - however, there might be fewer services offered by a satellite, depending on the parent Post Master.
6. We realise these are difficult and important questions but the Council needs to decide quickly if we are not possibly to preclude the re-establishment of a post office.

Rob Mulgrue
William Worrall
18/7/05