

# BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Sherbourne Village Hall  
on Monday 8 February 2010

**Present:** Cllr J V Murphy, (Chairman)  
Cllr: Mrs W Barlow, M P Byerley, R Clay, Mrs D S Cobb, Mrs M A Hayward,  
D C Morrow, R G Mulgrue, W Worrall, Mrs A Gordon, Mrs P Johnston M J Metcalfe,  
N F J Thurley, J T Wright,  
**Apologies:** Cllr: A B Rhead, Mrs P W Wilkinson,  
**In Attendance:** Cllr L Caborn

## Opening

- 310 The meeting opened at 7:30 pm  
311 One member of the public was present.  
312 Apologies for absence were noted.

## Declarations of Personal and Prejudicial Interests

313 The following declarations were made:

Name	Agendum	Type	Reason
Cllr Murphy	Village Hall Grants	Prejudicial	Treasurer BMH
Cllr Clay	Village Hall Grants	Personal	Spouse member of BMH Committee
Cllr Mulgrue	First Responders' Group	Prejudicial	Member of Group

## Representations by Members of the Public

- 314 Mr Richard Shotton-Osa addressed the meeting on proposals for yellow lines on Wellesbourne Road in the vicinity of Wasperton Lane. He stressed that he was not necessarily opposed to the idea but would like to be consulted on the details.  
315 The Chairman reassured him that no final decisions had yet been made although the scheme had been under consideration for some 18mths and that further consultation (involving residents) would precede any action.

## Minutes of the Meeting of Council 11 January 2010

- 316 Subject to an addendum to the minute "Budget and Precept 2010-11" the minutes were approved as a true record.  
317 The addendum to read: "Cllr Morrow undertook to investigate the need for civic facilities in the area of Barford Burrows."

## Matters Arising

- 318 Minute 302. Cllr Mulgrue drew attention to the statement in Annex C in the section entitled "Model Section 106 Agreement":  
*This part of the draft was to be reworded and the JPC's representatives will be consulted on this revised wording.*  
This had happened but the revisions were still unacceptable and negotiations continued.

## Minutes of the Meeting of the Planning Committee 4 January 2010

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

### Cash Balances as at 31 January 2010

320 The JPC took note of the following cash balances

HSBC	£ 1,170.92
Alliance & Leicester	£36,244.79

### Receipts and Payments

321 The JPC endorsed the following:

Date	Payee	Category	Total
4 Jan 10	J F Johnson	Postage	(4.50)
4 Jan 10	J F Johnson	Travel Expenses	(20.85)
5 Jan 10	A&L	Bank Interest	2.55
22 Jan 10	S&D Window Cleaners	Bus Shelters Maintenance	(60.00)
26 Jan 10	BSGSG	Allotments Water Charges	(31.61)
28 Jan 10	HMRC	Employment Expenses	(521.30)
28 Jan 10	J F Johnson	Employment Expenses	(669.22)
28 Jan 10	J F Johnson	Office Accommodation	(50.67)

### Track Alongside Barford Recreation Ground

322 The JPC considered whether to erect a gate near the Church Lane end of the track to deter vehicle access both to improve pedestrian safety and preserve the surface.

323 Opinion was divided on the need for and the merits of the scheme and after detailed discussion it was agreed that, always provided the legality of gating a public footpath was confirmed by the Footpaths Officer WCC, the JPC agreed to investigating the feasibility and costs of installing a gate,

### Grants to Village Halls

[Cllr Murphy left the chamber for the whole of this item]

324 The JPC made the following grants:

- Barford £944
- Sherbourne £944
- Wasperton £944

325 Each management committee was to be offered the opportunity of taking the grant in cash immediately or to leave it as a designated fund in the JPC's account so that if grants for future capital works depended upon match-funding from the JPC, that much was assured.

### Grants for Churchyard Maintenance

326 The JPC made the following grants:

- Barford £375
- Sherbourne £375
- Wasperton £375

### Barford First Responders' Group

[Cllr Mulgrue left the chamber for the whole of this agenda item]

327 Since the application for a grant had been submitted to the JPC, funding from an alternative source had been secured so the application was withdrawn.

## **Glebe Hotel Tree**

- 328 Figures provided by Cllr Rhead showed that there was a funding shortfall of some £767 for the rescue of the Cedar tree.
- 329 The Chairman informed the meeting that the order for the work had been placed by the Glebe Hotel which implied it would meet the residual cost.
- 330 Some felt that a further token contribution to the cost by the JPC would be expedient but the contrary view was that this was a privately owned tree on private ground which had already received an allocation of public money and that if more were to be required the Glebe Hotel should make a formal application to the JPC. This latter view held sway.

## **Purchase of Grit Bins**

- 331 The JPC considered the provision of a grit bin in Hareway Lane but influenced by the advice from its underwriters decided not to.

## **Formal Consultation - Increased Admissions to Newburgh Primary School**

- 332 The JPC had no comment.

## **Risk Assessment**

- 333 The JPC assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these and was content.
- 334 The analysis is at Annex A to these minutes.

## **Reports on Contacts with Other Bodies**

- 335 Cllr Mulgrue reported his attendance at the WDC Planning Forum (with Cllrs Clay and Morrow) which dealt with:
- Regional Spatial Strategy and further delay in reporting on Minerals Strategy
  - WDC Core Strategy (identifying six new sites; none near Barford)
  - Predetermination - specifically that discussions and negotiations with developers was acceptable and did not amount predetermination per se.
- 336 Cllr Murphy reported on:
- 336.1 His meeting with Dave Neal (WCC) to discuss road signs in Barford to direct visitors and “passing trade” to local businesses. The signs as originally proposed by Barford are not acceptable on safety grounds but there may be scope improve current signs and provide directory boards/plans and finger posts within the village. Mr Neal had given further advice that individual businesses seeking signage near to the A429 should consider approaching private land owners and then making formal planning applications for such signs.
- 336.2 His attendance (with Cllr Mrs Wilkinson, Cllr Mulgrue and Cllr Worrall) at the Community Forum Review where the JPC disappointment at our forums performance and shortcomings was strenuously stated.
- 336.3 A meeting (with Cllr Mulgrue) with the WRHA Housing Enabler where further information regarding identified sites had been provided. Mr Phil Ward, the WRHA Housing Enabler would now be contacting landowners to assess availability of suitable sites.

## **Any Other Business**

- 337 Cllr Mrs Hayward reported a broken notice board at the front of the old Barford School building.
- 338 Cllr Byerley reported:

338.1 Estate agent signs had been nailed to the road name signs in Sandy Way leaving dangerous nails protruding. EHB (Warwick) to be contacted to remedy the problem and desist from such action in future.

338.2 The tree on the distal island in Sandy Way is still obscuring the street light even though the light unit itself has been replaced. Cllr Caborn promised to arrange for the tree to be lopped.

339 Cllr Worrall reported:

339.1 The Barford Show would take place on 28-9 August for which the organizers requested (and were granted) permission to use the Barford Village Green and Playing Field.

339.2 Dog fouling was a continuing problem despite the efforts of the Chairman in Plurality and the Dog Warden.

339.3 The roadside gullies in Barford had been cleaned.

340 Cllr Clay reported that the river bank at 34 Bridge Street, which had been poorly extended without permission, was collapsing into the river. The Environmental Authority had been informed.

### **Closure**

341 There being no other business the meeting closed at 9:30pm.

### **Date of Next Meeting**

342 The next meeting of JPC is on Monday 1 March 2010 at 7:30 pm in the Wasperton Village Hall.

## RISK MANAGEMENT

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
1	Financial shortfall	Inability to finance: <ul style="list-style-type: none"> <li>• emergency events</li> <li>• contractual obligations</li> <li>• running costs</li> </ul>	1	3	3	Accurate budget setting Accurate precept request Adequate reserves Monitor reserve allocation Monitor general expenditure
2	Inadequacy of precept	Inability to provide services and carry out functions without draining reserves Depleted reserves leave no funds for contingencies	1	3	3	Adequate financial planning Ensure sufficient reserves for contingencies Scrutiny of cash flow against budget
3	Failure to use grants for intended purpose	Lack of funds for the intended purpose Vulnerability to having to refund s137 expenditure	1	2	2	Maintain clear record of expenditure decisions Once allocated, funds to be ring fenced Monitor expenditure regularly Keep separate record of s 137 expenditure
4	Inadequate financial records	Account not capable of being prepared for audit Possible cash flow difficulties Risk of financial shortfall	1	3	3	Ensure Financial Regulations are current and that they are observed in full
5	Council members inadequately briefed or poorly advised	Decisions may at best be non-optimal and at worst <i>ultra vires</i>	1	3	3	Timely information to members to be provided Committee papers to be comprehensive and well-researched

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
6	Loss of key staff	Failure of budgetary controls Backlog of correspondence Service provision reduced	2	3	6	Clerk's contract has long notice period Files well documented and cross referenced for easy assimilation Experience of council members available for short-term emergency
7	Electors' right of inspection denied	Loss of public confidence and respect Action against councillors	1	2	2	Clear Standing Orders Documented procedures to deal with enquiries Minutes available to public
8	Poor document control	Information not passed in a timely manner Deadlines missed	2	2	4	Clear Standing Orders Clear job descriptions Maintain accurate and up-to-date task list
9	Non-compliance with law: <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Equal opportunities</li> <li>• Data protection</li> <li>• Human rights</li> <li>• Disability discrimination</li> <li>• Employment</li> </ul>	<ul style="list-style-type: none"> <li>• Fines and penalties</li> <li>• Action for negligence</li> <li>• Action for grievance</li> <li>• Loss of reputation</li> <li>• Action for disregard</li> <li>• Employment tribunal awards</li> </ul>	1	3	3	Clear policies and procedures Regular review of current law
10	Non-provision of services	Loss of reputation Poor public image	1	3	3	Clear Standing Orders Regular scrutiny of procedures
11	JPC acts <i>ultra vires</i>	Illegal expenditure or actions	1	3	3	Clerk to ensure that all decisions made by the JPC fall within the legal powers of parish councils or within Section 137
12	Failure to report JPC business in a timely, accurate and proper fashion	Confusion and misunderstanding resulting in actions and expenditure not reflecting the JPC's intentions	1	2	2	Maintenance of strict and accurate records of decision making
13	Failure to meet deadlines and suspense dates	JPC's reputation sullied JPC input to consultation exercises ignored	1	1	1	As much notice as possible to be given for responses to be made Clerk to maintain task list

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
14	Lack of relevant skills and commitment within the JPC	Failure to achieve purpose JPC's decision making of an inferior quality JPC is poor value for money to the electorate	1	3	3	Appropriate training to be given Monitor attendance by members at meetings Monitor extra-mural activity on behalf of JPC by members
15	JPC dominated by individual	Discussion stifled with chance for other councillors to air view curtailed Lack of democratic process Decision making removed outside the JPC	1	3	3	Strong chairmanship (where the offender is not the chairman) All members to be given the opportunity to contribute succinctly and effectively on agenda items All business to be conducted within the JPC, only to be breached when the JPC delegates authority to individuals or sub-committees to make decisions on its behalf
16	Councillors personally benefiting	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clear Standing Orders Formal declaration of interest at every meeting
17	Failure to register member's interests	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clerk to maintain current schedule of members' interest as declared by them pursuant to Local Government Act 2000 s.81(1), and report all details to WDC
18	Lack of maintenance of JPC property	Public liability High cost of eventual replacement	2	3	6	Regular survey Regular maintenance Insurance
19	Accidental or malicious damage to JPC property	JPC as owner has liability for consequent third party injury or damage Loss of an asset High repair or replacement cost	1	3	3	Appropriate insurance Timely reporting of incident Swift remedial action Maintain accurate asset register
20	Damage or disruption to services	Claims against JPC	1	1	1	Appropriate insurance

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
21	Loss of cash	[No cash held]				
22	Default of loan repayment	[No loans held]				
23	Embezzlement of funds	Insufficient funds to meet commitments	1	3	3	Strict adherence to Financial Regulations