

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the annual meeting of the Joint Parish Council held at Barford Memorial Hall
on Mon 13 May 13

Present:	Cllr J V Murphy,(Chairman) Cllr: Mrs W Barlow, J M Hawkesford, Mrs J L Longfield, P A P Morris, D C Morrow, A B Rhead, Mrs A Gordon, T Merrygold, M J Metcalfe, N F J Thurley, J T Wright,
Apologies:	Cllr: R Clay, R A Shotton-Oza, Mrs R Newsome,

Opening

- 1 The meeting opened at 7:30 pm
- 2 Three members of the public were present.

Election of Chairman of the Council for 2013-14

- 3 RESOLVED: That Cllr J V Murphy be and is hereby elected Chairman.

Election of Vice-Chairman of the Council for 2013-14

- 4 RESOLVED: That Cllr M J Metcalfe be and is hereby elected Vice-Chairman.

Declarations of Disclosable Interests

- 5 None was declared.

Cooption of Member for Barford

- 6 The Chairman reported that there had been no volunteers to fill the vacancy.

Cooption of Member for Sherbourne

- 7 RESOLVED: That Mr T Merrygold be and is hereby appointed coopted member for Sherbourne.

[Cllr Merrygold joined the meeting]

Public Participation

- 8 There was no public participation

Minutes of the Meeting of Council 11 Mar 13

- 9 The minutes were approved as a true record.

Matters arising

- 10 Minute 276. Barford Village Show.
 - 10.1 A letter had been received from the organizers requesting the use of the village green for a scarecrow display and the use of part of the recreation ground for car parking and a car boot sale in connection with the village show on 26 Aug 13. The JPC approved the request, subject to the

organizers having the required insurance and, if necessary, to clearing the holding of the car boot sale with relevant authorities (e.g. the Police, Trading Standards).

- 10.2 Advice from the JPC's insurers was that permission should be conditional upon the organizers furnishing proof to the JPC that public liability insurance cover of at least £5m had been obtained by the organizers.

Minutes of the Meeting of the Planning Committee 5 Mar 13

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

Minutes of the Meeting of the Planning Committee 25 Mar 13

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

Minutes of the Meeting of the Planning Committee 16 Apr 13

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

JPC Appointments 2013-14

14

	Planning	Disciplinary Panel	Disciplinary Appeals	BMHMC	WDC Planning Forum	WALC	WRWCF
Cllr Mrs W Barlow	√				√		√
Cllr R Clay			√				
Cllr J M Hawkesford	√						
Cllr Mrs J L Longfield							√
Cllr P A P Morris	√						
Cllr D C Morrow	√	√					
Cllr J V Murphy	√*	√*				√	√
Cllr A B Rhead		√		√			
Cllr R A Shotton-Oza			√				
Cllr Mrs A Gordon	√	√					
Cllr T Merrygold					√		
Cllr Mrs R Newsome	√		√				
Cllr M J Metcalfe			√*			√	
Cllr N F J Thurley	√		√				
Cllr J T Wright	√	√					

* Ex Officio

Cash Book Balances as at 20 Apr 13

- 15 The JPC took note of the following cash balances
- HSBC £ 9,398.75
 - Santander £37,795.71

Receipts and Payments

16 The JPC endorsed the following:

Date	Payee	Category	Total
1 Mar 13	Santander	Bank Interest	2.78
1 Mar 13	Frank Mann Farmers	Bus Shelters Maintenance	(210.00)
4 Mar 13	Viking Direct	Printing and Stationery	(221.28)
6 Mar 13	Santander	Bank Interest	3.14
10 Mar 13	HMRC	Employment Expenses	(551.45)
15 Mar 13	TPC Digital Solutions	Printing and Stationery	(49.14)
25 Mar 13	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
26 Mar 13	WDC	Grants/Donations	3000.00
28 Mar 13	Administration	Office Accommodation	(54.92)
28 Mar 13	Salaries	Employment Expenses	(711.24)
29 Mar 13	Wasperton Village Hall	Venue Hire	(144.00)
31 Mar 13	J F Johnson	Postage	(24.80)
31 Mar 13	J F Johnson	Travel Expenses	(35.04)
31 Mar 13	Santander	Bank Interest	2.59
2 Apr 13	WALC	Subs: WALC	(482.00)
2 Apr 13	HMRC	VAT prior year (HMRC)	1475.46
4 Apr 13	Allotment Tenants	Allotments Rents	934.00
10 Apr 13	HMRC	Employment Expenses	(551.45)
15 Apr 13	Keder Grennhouses	Allotments Maintenance	(120.00)
19 Apr 13	S&D Window Cleaners	Bus Shelters Maintenance	(60.00)

Audit of Accounts as at 31 Mar 13

17 Public Notices. The JPC's accounts must be delivered for audit to the external auditor by 1 Jul 13. The statutory notices informing the electorate of this process and of electors' rights of inspection have been posted on village notice boards.

18 Internal Auditor's Report.

18.1 The JPC took note of the report which had no significant matters to bring to its attention.

18.2 The Clerk was congratulated on this outcome.

18.3 The JPC approved payment of the Internal Auditor's fee of £85

19 Accounting Statements. RESOLVED: That the following accounting statements be approved:

	Year ending	
	31 Mar 12	31 Mar 13
1 Balance brought forward	31,348	38,157
2 (+) Annual precept	30,100	29,975
3 (+) Total other receipts	9,612	11,425
4 (-) Staff costs	14,335	15,144
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	18,568	18,409
7 (=) Balances carried forward	38,157	46,004
8 Total cash & investments	38,157	46,004
9 Total fixed assets and long term assets	342,083	342,083
10 Total borrowings	0	0

20 Annual Governance Statement: RESOLVED: That the following governance statement be approved:

“We acknowledge as the members of Barford, Sherbourne and Wasperton Joint Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013 that:

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

Annual Parish Meetings

21 The draft minutes of the Annual Parish Meetings have been published on the Barford Website.

22 The chairmen of the parish meetings gave a summary of proceedings:

22.1 Barford. (Cllr Murphy)

- A further public meeting to determine Barford residents' attitude to Neighbourhood Plans was to be arranged.
- Traffic volumes through Barford were a cause of increasing concern.
- A scheme to put photo-voltaic panels on the roofs of the Memorial Hall for the benefit of both the hall and Barford Village Shop had been considered and publicized through Plurality. Given that there was strong general support it was now intended to progress this to a full planning application.

22.2 Sherbourne. (Cllr Mrs Gordon)

- There was disappointment at the delay in implementing the speed limits and weigh restrictions in Sherbourne.
- All public footpaths were in a state of considerable neglect.
- There is a need to enhance the present street lighting in the interests of safety.
- There was a welcome police presence at the meeting in the person of Manjit Sidhu (Beat Manager).

22.3 Wasperton. (Cllr Metcalfe)

- PCSO Peter Groom attended the meeting with a brief to try to reinvigorate Neighbourhood Watch.

- There was concern about the perceived failure by the police to enforce the 20mph speed limit in the village.
- Potholes and deteriorating roadside verges were a perennial problem.
- A detailed briefing on Neighbourhood plans failed to elicit any response from Wasperton residents.

Management Accounts as at 31 Mar 13

23 The JPC took note of the accounts at Annex A to these minutes.

Neighbourhood Plans

24 The Chairman gave a progress report.

25 It was thought that Wasperton had insufficient public support to embark on a plan.

26 Sherbourne wished to maintain a watching brief and make a decision later.

27 Responding to these views the Chairman said that the plan to hold a public meeting in Barford would go ahead which Sherbourne and Wasperton could attend as observers if so wished. He warned however that a decision to join or leave a plan could not be delayed; the first requirement of such a plan was the designation of the Neighbourhood Plan Area which was immutable without completely restarting the whole process.

Sherbourne Street Lighting

28 Cllr Mrs Gordon made the case for additional street lighting in Sherbourne.

29 As at 31 Mar 13 the cost of three additional street lights in Sherbourne was estimated to be £8,100. If the project is approved this charge will fall in total to the JPC.

30 There followed a well-informed discussions of the merits of the application. Opinion was divided on whether the scheme was essential but all agreed that unless the cost to the JPC could be reduced it was unaffordable in the light of the finite Discretionary Reserve, other demands on such funds and a limited ability to rebuild reserves in the current financial climate.

31 It was agreed therefore that Sherbourne would continue to seek grant aid for the scheme and, since time was not of the essence, the matter could be discussed again at future JPC meetings.

Safety - Riverside Walk

32 Cllr Metcalfe had asked whether any points relevant to the riverside walk associated with the orchard needed to be taken into account from the Coroner's Inquest into the fatal accident further up-stream on the river last year. The Chairman responded that the Coroner's report had not required any action to be taken by the JPC.

33 In addition RoSPA had been invited to assess any risk at this location whilst undertaking its routine annual inspection in September 2013. Its assessment was that the level of risk required no additional precautionary measures to be taken by the JPC.

Allotments - Communal Plot and Polytunnel

34 The Chairman gave an update on this matter indicating that some minor works had been undertaken and that the plot and polytunnel were now coming into good use. A small number of spaces still remained.

Community Emergency Plan

35 The Community Emergency Plan recommends (but does not insist) that each village should have an emergency box. Wasperton has acted upon that advice and Cllr Metcalfe seeks authority for the purchase of a "Battle Box". The JPC approved expenditure of up to £100 (excluding VAT) with similar amounts to be available to Barford and Sherbourne if required..

Balloon Event on Barford Playing Fields

- 36 A request had been made by Gone-With-The-Wind Ltd to use the Barford playing fields as a take-off site for balloons during the period 27-29 Sep 13.
- 37 It was agreed that the request should subject to:
- A donation being made to the Barford Community Charity.
 - Proof that public liability insurance cover of £5m is in place.

Replacement of Flashing Speed Signs in Barford

- 38 Road Safety Engineering (WCC) is reviewing all flashing signs older than 10 years in the county. Several in Barford no longer work and are considered out of context with their environment. If the JPC considers them still necessary they could be replaced with modern equivalents.
- 39 One point of view was that the signs added to the street clutter and should be removed. This was thought to be a dangerous tack to take, not only because of likely adverse reaction from Barford residents but also the signal it would give to WCC about lack of concern about traffic speed in the village when exactly that issue had been raised at Barford APM.
- 40 A compromise might be to replace some of the old signs with new and to use the savings in cost to install signs on the A429 road between M40 Junction 15 and the start of the Barford Bypass to enforce the existing 50mph limit. The Chairman undertook to discuss this with WCC.

Any Other Business

- 41 The Chairman reported the following:
- 41.1 Scout Hut. The Scout Hut requires repairs to its roof costing £14k. It is likely that the JPC will be asked to cover a proportion of this cost in order to facilitate gaining WDC Rural/Urban Grant funding..
- 41.2 Community right to nominate assets of community value. This scheme allows assets which the community considers of special character and value and which enjoy no other protection (for example listed status) from being disposed of without the community being given the chance to intervene. He thought the village pubs might usefully be nominated and agreed to start the process by making contact with the relevant WDC officers.

Closure

- 42 There being no other business the meeting closed at 9:00 pm.

Date of Next Meeting

- 43 The next meeting of the JPC is on Mon 10 Jun 13 at 7:30 pm in Sherbourne Village Hall.

MANAGEMENT ACCOUNTS 31 MAR 13

	Budget 2012-13	Outturn	Diff
RECEIPTS			
Allotments Rents	948	932	(16)
Bank Interest	30	37	7
Concurrent Services Contribution (WDC)	2,530	2,530	
Grants/Donations		6,432	6,432
Precept (WDC)	29,975	29,975	
VAT prior year (HMRC)	1,500	1,489	(11)
Wayleave	4	5	0
TOTAL RECEIPTS	34,987	41,400	6,413
PAYMENTS			
Allotments Hire of Land	300	150	150
Allotments Maintenance	150		150
Allotments Water Charges	180	90	90
Audit Fees	417	417	
Bank Charges	20	20	
Barford Memorial Hall		5,852	(5852)
Bus Shelters Maintenance	600	735	(135)
Chairman's Allowance	433	433	0
Diamond Jubilee		371	(371)
Employment Expenses	15,219	15,144	75
Flagpole		747	(747)
Grants: Churchyard Maintenance	1,255	1,254	1
Grants: Village Halls	3,130	2,086	1,044
Housing Needs Survey		200	(200)
Insurance	800	813	(13)
Mowing Charges	1,650	1,635	15
Office Accommodation	659	659	(0)
Open Spaces Maintenance	500	371	129
Postage	200	198	2
Printing and Stationery	750	759	(9)
Section 137	40	46	(6)
Subs: Information Commissioner	35	35	
Subs: SLCC	140	145	(5)
Subs: WALC	448	470	(22)
Training and Seminar Expenses	150	199	(49)
Travel Expenses	400	381	19
Tree Planting		175	(175)
Venue Hire	90	169	(79)
TOTAL PAYMENTS	27,565	33,553	(5987)
NET TOTALS	7,422	7,847	

EXECUTIVE SUMMARY

Opening Balance 1 Apr 12	38,157	
Add Excess Income over Expenditure	<u>7,847</u>	
Closing Balance 31 Mar 13	<u>46,004</u>	

Designated Funds

Barford Memorial Hall	1,755	Current balance of BMH refurbishment fund
Barford Parish Directory (CVS)	83	Residue of grant to third party held by JPC
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group to indemnify JPC against future costs
Barford War Memorial	535	Raised by public subscription. Unavailable for any other purpose
Election Expenses (reserve 2015)	2,000	JPC policy to reserve this early in the election cycle
Provision for new mower	1,600	Purchase approved by JPC
Rural Footway Lighting	<u>1,186</u>	First of five annual tranches to WDC for lighting improvements
Total Designated Funds	<u>7,359</u>	

Total Reserve **38,645** Closing balance 31 Mar 13 minus total Designated Funds

Contingency (10% of Expenditure) **2,757** Hedge against inflation

Risk Management Reserve **11,908** 75% of Clerk's costs in the event he is indisposed requiring a replacement

Discretionary Reserve

23,980

 Unallocated reserve