

## BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council  
held at Sherbourne Village Hall on Mon 10 Jun 13

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

### Opening

- 44 The meeting opened at 7:30 pm
- 45 Five members of the public were present.

### Declarations of Disclosable Interests

- 46 Cllrs Rhead and Shotton-Oza declared a prejudicial interest in the application for a grant for the Barford Scout Hut and absented themselves from the meeting whilst it was being discussed.

### Public Participation

- 47.1 Mr Griffin drew the attention to the fact that WDC had identified eight locations in the vicinity with the potential to become "Gypsy and Traveller Sites" and urged the JPC to do all in its power to prevent this.
- 47.2 Cllr Rhead sought to reassure him and those harbouring the same fears that WDC at this stage was just seeking views and the proposal was not at a developed stage. There was no preference for any of the sites. Although it was part of the Local Plan Preferred Options it was not included in the Revised Development Strategy (RDS). Nevertheless all should be aware that WDC was legally obliged to identify and provide such sites and the problem had to be addressed because it would not just go away.
- 47.3 It was agreed that this matter should be discussed at a future meeting of the JPC.
- 48.1 Ms Machado, reminding the JPC of her earlier commentary on the state of drainage in Barford, reported that the drain outside The Granville remained blocked although clearance work elsewhere had been successful.
- 48.2 Cllr Caborn agreed to bring this to the attention of WCC.

### Cooption of Member for Barford

- 49 The Chairman reported that there had been no volunteers to fill the vacancy and advised the JPC that due to the impending relocation of Cllr D. Morrow there would be a further vacancy in the near future.

### Minutes of the Meeting of JPC 13 May 13

50 The minutes were approved as a true record.

### Matters Arising

51 Minute 10. Barford Village Show. There would be no car boot sale at the show.

52 Minute 27. Neighbourhood Plans. The public meeting in Barford would take place on 17 Jun 13 in Barford Memorial Hall.

53 Minute 34. Allotments. The whole of the communal polytunnel was now in use.

54 Minute 36. Balloon Event on Barford Playing Fields (27-29 Sep 13). The Barford element of this event has been cancelled due to the organisers' inability to provide satisfactory insurance cover as advised by JPC insurers.

55 Minute 40. Road Signs in Barford. A WCC proposal to replace some of the old vehicle activated signs in Barford with new more efficient and less imposing versions and to use the savings to install signs on the A429 road between M40 Junction 15 and the start of the Barford Bypass to enforce the existing 50mph limit (discussed by the Chairman with WCC) had foundered because the budget was ring-fenced and could not be used for this purpose. Nevertheless WCC undertook to examine the need for signage on the A429 as a separate issue.

### Minutes of the Meeting of the Planning Committee 24 Apr 13

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

### Minutes of the Meeting of the Planning Committee 20 May 13

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

### Cash Book Balances as at 31 May 13

58 The JPC took note of the following cash balances

- HSBC £24,824.81
- Santander £37,801.18

### Receipts and Payments

59 The JPC endorsed the following:

Date	Payee/er	Category	Total
22 Apr 13	Louise Best	Audit Fees	(85.00)
30 Apr 13	Salaries	Employment Expenses	(730.26)
30 Apr 13	Administration	Office Accommodation	(56.35)
10 May 13	HMRC	Employment Expenses	(565.84)
12 May 13	WDC	Precept	14,535.50
12 May 13	WDC	Concurrent Services Contribution	2,530.00
12 May 13	WDC	Transitional Grant	1,145.00
13 May 13	MFM Services	Mowing Charges	(278.00)
13 May 13	JF & GS Johnson	Postage	(15.60)
13 May 13	JF & GS Johnson	Travel Expenses	(81.06)
13 May 13	TPC Digital	Printing and Stationery	(39.31)
13 May 13	Came & Company	Insurance	(835.56)
20 May 13	J V Murphy	Open Spaces Maintenance	(20.07)
20 May 13	J V Murphy	Open Spaces Maintenance	(32.90)
25 May 13	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)

## **Survey of Play and Recreational Facilities**

- 60 The Chairman reported no progress had been achieved since the last time this was discussed by the JPC pending an indication from the Coventry Diocese whether it would wish or allow the school and adjacent land to become part of the overall project.. He was minded to reconvene the Working Party to give the project more impetus.

## **Application for Grant - Sherbourne Village Hall**

- 61 The JPC considered an application for a grant for Sherbourne Village Hall. The mood of members was one of eagerness to help, but two major impediments prevented a decision to support the project financially at this stage:
- The contractors' estimates in the application did not match to a single specification, so no direct comparison could be made between them and there was no certainty that any contract let would be the best value for money.
  - Cllr Rhead advised that if an appeal to WDC for financial support were made based on the application in its present form it would be rejected.
- 62 The Sherbourne Village Hall Management Committee was advised to create a detailed specification drawing on the best elements of the estimates received and then to invite the bidding contractors to quote on an item by item basis in the specification (all prices to be quoted net of VAT). With such information the JPC would be the better able to judge the merit of a future application, and it would almost certainly find greater favour with WDC.

## **Application for Grant - Barford Scout Hut**

- 63 The JPC considered an application for a grant for provision of a new roof system for the Barford Scout Hut. A surprisingly polarized debate ensued.
- 64 Those objecting argued that the JPC had insufficient information to make a decision; without knowledge of the residual life of the building it was not possible to make a judgment on the quality (and therefore cost) of a roof with an appropriate projected life span.
- 65 The supporters were not so financially analytical. For them the hut was a long-established, well-used civic amenity and it was in the community's best interests to prolong its life as much as possible. It was probable that the building was already older than its planned life but since a replacement was unaffordable and indeed had not been the preference of the project stakeholders, a programme of make do and mend should not be rejected.
- 66 The JPC agreed a compromise; a sum of up to £2k would be ring-fenced in the JPC's accounts payable on production of final invoices.

## **Street Lighting in Sherbourne**

- 67 Efforts by Cllrs Mrs Sawdon and Rhead to identify sources of grants within WDC for street lighting for Sherbourne had proved unsuccessful. Cllr Mrs Gordon agreed to turn her attention to the Warwickshire Rural West Community Forum (which did have the power to fund street lighting improvements) in time for an application to be added to its next agenda.

## **Risk Management**

- 68 The JPC reviewed and endorsed its risk management (see attached).
- 69 There were two schools of thought on the review process. One held that reviews should be frequent and respond to changes in risk which (by implication) might also be frequent. The other had a more conservative perception; certainly there should be a response to changes in risk but

the current document had been in use since 2004 and despite being reviewed annually (as required by the External Auditor) it had never been found necessary substantially to amend it.

- 70 It was agreed that Cllr Rhead would provide details of the WDC risk document and that he, the Chairman and Clerk would determine if it had aspects which might be incorporated in the JPC version.

### **Plurality Magazine**

- 71 The Chairman reported that he had had informal discussions with members of the Barford PCC and others about the possibility of getting the magazine distributed to every household in the three villages. Such "market penetration" would clearly benefit all organizations contributing to the magazine and also the church itself. There would be operational and cost implications - the latter possibly being met through grants, sponsorship and advertising. He sought the JPC's opinion prior to further discussions.
- 72 The suggestion was met with fierce criticism from some quarters:
- Why had the Chairman taken it upon himself to hold such talks? [The matter had arisen in casual discussion in Barford and had been further discussed by Barford PCC as a preliminary to further consideration]
  - Why was the vicar not consulted? [He was].
  - Why were the Sherbourne and Wasperton PCCs excluded?
  - Plurality is a Church of England magazine; the JPC is inter-denominational.
  - Plurality costs £0.70 a copy. If the JPC had to pay £1.00 for each additional copy that would be a heavy drain on resources.
  - This was a take-over bid by the JPC trying to oust the church.
  - If such market penetration is required why does the JPC not set up its own newsletter?
  - If the present volunteer distributors of Plurality were faced with distributing to every house they might refuse.
  - Collecting payments for Plurality was already one of the most difficult volunteer tasks.
- 73 Certain members declared themselves "astonished" at such a negative tirade. Here was no conspiracy, no deceit; instead a person who had the welfare of the parishes in mind had started to explore with others an idea which would act to the benefit of the electorate if successful. There might be difficulties and obstacles but, given good will, they could be addressed and probably overcome. That person was undeserving of the opprobrium being heaped upon him.
- 74 As the mood calmed a consensus emerged that wider distribution could indeed benefit all concerned and that ongoing exploration of the possibilities across the three parishes served jointly by the JPC and Plurality should be welcomed.

### **Any Other Business**

- 75 Cllr Rhead agreed to try to arrange a suitable date for a WDC officer to attend a Special JPC meeting to present and discuss the latest New Local Plan proposals.

### **Closure**

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

### **Date of Next Meeting**

- 77 The next meeting of the JPC is on Monday 8 Jul 13 at 7:30 pm in 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
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
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
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