

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Meeting of the Joint Parish Council
held in Barford Memorial Hall on
Mon 11 Mar 24

Present:	Chairman: Cllr J V Murphy Cllr: J T Barrott, J D Billingham, R Clay, H Gadsden, J M Hawkesford, G Jackson, Mrs L M Jarratt, Mrs L M Jones, T Merrygold, B Ranner, M J Sheard, Mrs L A Wallis,
Apologies:	Cllr, Mrs R Newsome, P B Phillips, Mrs K E Thomson,
In attendance:	Cllr J Matecki (WDC/WCC)

Opening

154 The meeting opened at 7:30 pm

Declarations of Disclosable Interests

155 None was declared.

Public Participation

156 No members of the public attended the meeting.

Minutes of the Meeting of Council on 12 Feb 24

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

Minutes of the Planning Committee on 12 Feb 24

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

Financial Report

159 Cash Book Balances on 29 Feb 24

- HSBC £143,039
- Santander £75,966

The JPC took note.

160 Receipts and Payments

Date		Category	Total
01 Feb 24	Stripe	BSC	80.41
11 Feb 24	Shenzhenshi	KGF	(8.99)
13 Feb 24	E.on	KGF	(155.84)
13 Feb 24	J T Windows	Bus Shelter Maintenance	(60.00)
14 Feb 24	B D Nelmes	Rodent Control	(50.00)
16 Feb 24	Salaries	Employment Expenses Salaries	(978.58)
16 Feb 24	HMRC	Employment Expenses HMRC	(772.42)
21 Feb 24	Water Plus	KGF	(26.93)
21 Feb 24	Plot 4	Allotments	39.00
21 Feb 24	HSBC	Bank Charges	(8.00)
21 Feb 24	Plot 20	Allotments	81.64
21 Feb 24	Plot 9	Allotments	39.00
21 Feb 24	Plot 7	Allotments	39.00
21 Feb 24	Plot 25	Allotments	52.00
21 Feb 24	Plot 6	Allotments	39.00
24 Feb 24	Plot 20A	Allotments	39.00
24 Feb 24	Plot 20B	Allotments	26.00
25 Feb 24	Cllr J V Murphy	Chairman's Allowance	(581.00)
25 Feb 24	Plot 23A	Allotments	52.00
26 Feb 24	Administration	Office Accommodation	(75.00)
27 Feb 24	Cobblers & Keys (HG)	KGF	(61.00)
27 Feb 24	Smith Construction	KGF	(495.00)
27 Feb 24	Plot 6A	Allotments	39.00
27 Feb 24	Plot 24	Allotments	69.94
27 Feb 24	Plot 17	Allotments	39.00
28 Feb 24	Plot 13	Allotments	39.00

The JPC endorsed the transactions.

161 **Allotments - Ground Rent**

The JPC has a duty to provide allotment gardens if demand is unsatisfied (*Small Holdings and Allotments Act 1908 ss 23, 26 & 42*)

To meet this demand, the JPC has a recurring five-year lease on land adjacent to the Barford Parochial Council's allotments with the rent on renewal tracking CPI. The lease is due for renewal in September 2024 at an annual rent of £680.

The JPC took note.

162 **Allotments – Public Liability Insurance**

Cllr Clay (Allotments Manager) had sought clarification on the JPC's exposure to claims for accidents on the allotments. This was forwarded to the JPC insurers who responded:

I can confirm our policy automatically provides Public Liability for all land, assets and activities that the Parish Council are legally responsible for, including those that are owned outright, where they are claiming title or by way of a lease or management agreement. Should someone be injured, or have their property damaged and they can prove the Parish Council are legally liable for this (i.e. defective land or due to their negligent actions etc.), our policy will respond under the Public Liability section up to £10m per claim.

This will therefore apply to the Council's responsibilities in relation to the allotments, the greens, playing fields, tracks and footpaths.

It covers everyone using these areas, whether authorised or not but if someone is on the land unauthorised and tries to claim for an injury caused by the land, whether defective or not, it is very unlikely they will be successful in their claim as they should not have been accessing the area in the first place.

Specifically in relation to areas such as allotments; as presumably there are agreements in place with the various plot holders and/or allotment association, our policy will only cover the areas that are the responsibility of the Council so usually this does not include the individual plots as the responsibility for these falls on the respective plot holder or association and as such, they should have their own Public Liability cover in place for these and their own actions

The JPC took note.

163 **KGF - CCTV Policy & Principles of Operation**

The policy (at Annex A) had been compiled by Cllr Sheard, liaising with Cllrs Gadsden and Murphy

The JPC adopted the policy.

164 **Annual Parish Meetings**

Annual Parish Meetings are not part of the JPC's meetings calendar, so JPC members are not required to attend them. It is however customary, but not obligatory, and often beneficial for them to join their village meeting as part of the public in attendance to hear residents' views and also to participate where appropriate. The chairman of the Parish Meeting is not necessarily a member of the JPC.

The 2024 schedule for APMs is:

Mon 8 Apr 24 Barford

Mon 15 Apr 24 Sherbourne

Mon 22 Apr 24 Wasperton

The JPC took note.

165 **Sand & Gravel**

The letter below from Smiths reported a change of ownership and a renewed invitation to engage with Smiths or visit their sites or both.

As you may be aware that last month Heidelberg Materials acquired the remaining shareholding in Smiths Concrete, having operated a successful Joint venture since the company's inception in 1958. We will continue to operate as a stand-alone entity, supplying much-needed building materials for use in the construction and maintenance of homes, schools, hospitals and roads throughout Oxfordshire and Warwickshire. The move reflects the organisation's commitment to the market and Smiths Concrete will continue to seek approval for our proposed new sand and gravel quarry at Wasperton Farm.

We have recently received feedback on our proposals from Warwickshire County Council and are now preparing a response to the points raised. Known as a Regulation 25 submission, this is a standard step in the mineral planning process, and we will keep local stakeholders and residents up to date with any refinements to our plans as a result. In the meantime, we would like to reach out once again to Barford, Sherbourne & Wasperton Joint Parish Council. As set out previously, we expect to be operating in the local community for many years and want to establish a dialogue with local people as part of our long-term commitment to being a good neighbour.

We recognise that many in the local community may be unfamiliar with sand and gravel operations – which is why we would like to reiterate our previous invitation to you and members of your group to visit a one of our nearby quarries. This would allow you to see first-hand what sand and gravel operations and progressive restorations are like and to put

questions to our team. We could also arrange for our independent specialists to be available to provide the most up to date evidence on the associated health risks. This would include highlighting the Health and Safety Executive's (HSE) statement that, beyond the quarry gate, environmental exposures to silica dust are not sufficiently high to cause this occupational disease", as well as the feedback received from the UK Health Security Agency, (formerly Public Health England) on our proposals which has states that impacts from this site on air quality are anticipated to be negligible. Alternatively, we would be happy to attend a meeting of the JPC to set out our plans and to answer questions on our proposals. Smiths Concrete may be under amended ownership, but our view that a new sand and gravel quarry at Wasperton is vital for the continuity of Warwickshire's supplies remains steadfast.
We do hope that you will take us up on our offer to engage directly on our plans.

It was decided that a JPC response would be inappropriate but that members were free to do so individually.

166 **New Computer**

The JPC's computer records are kept on the Clerk's personal computer. Mixing personal with business records is now strongly discouraged. Come the Clerk's departure, all the JPC's data must be transferred to a machine which the new Clerk can access. The recommended solution is to purchase a computer specifically for the Clerk's use.

Gary Harvey – a local computer expert who has done work for the JPC has been briefed to quote for the transfer. He responded: *the costs of a suitable laptop for your replacement would be a Dell Latitude device with an Intel i5 processor, 13 gen with 8Gb memory and a 256Gb SSD - I can provide this for £619 and install for my hourly rate of £70 per hour and would be no more than 2 hours work approx. It has Windows 11 Pro for added security.*

The JPC authorized this expenditure.

167 **Church Funding**

Historically the JPC made an annual grant to the three village churches for "Churchyard Maintenance" but ceased when told by NALC that such payments were forbidden by clauses in the still extant LGA 1894. This was very unpopular, not least because many other parish councils chose to ignore the constraint. The JPC therefore resumed the policy using the justification in law that when two pieces of legislation conflict, the newer has primacy. The matter has recently been resolved by a change in the law which erased the constraint of LGA 1894; moreover, it widened the scope of parish councils funding the church so that an application for funding for repair and maintenance of elements which benefit the general public, for example the church clock in Barford, may now be considered by the JPC.

The JPC took note.

168 **Social Media**

The JPC does not directly access social media although its activities are widely discussed there. It ought not to rely upon such proxy representation but instead appoint its own Social Media Editor from within its ranks to monitor such activity and also to ensure a conduit for the "party line".

This to be given further consideration.

169 **PC Domain Names & Email Addresses**

(précis of communications from WALC)

WALC County officers have met with NALC and the Cabinet Office to discuss Town and Parish Council emails and domain names. The Cabinet office is launching a new project with a dedicated team to get Councils to address the issue.

Advice is as follows:

All Councils apparently should have a .gov.uk domain name and email account – PCs are the first tier of local government. There are lots of benefits to this - professionalisation, security and if the Clerk leaves the email account stays with the Council to ensure continuity. Clerks that clerk for more than one Council will need to ensure each Council has its own email address.

Ideally, you will also have .gov.uk email addresses set up for each of your Councillors to use for Council business only. If there is a FOI, they may have to allow someone to go through a personal email account if they don't have one. It is also a way to ensure that confidential information remains secure.

There is of course some cost involved and various companies can set this up for the Council. WALC website have noted that more than 50% of their councils are not doing as above. Therefore, they are advising all their Councils: no matter how small, this applies to all, so please have an agenda item to discuss.

At present the above is for information/discussion only and a strategy for the JPC will be brought forward in due course.

Management Accounts on 31 Dec 24

170 Annex B

The JPC took note.

Budget 2024-25

171 Annex C

The JPC adopted the budget

Succession Planning

172 In order to facilitate a smooth transition between Clerks, the JPC approved the creation of the Succession Working Party comprising Cllrs Barrot, Billingham, Mrs Jarratt, Merrygold, and Murphy.

Closure

173 There being no further business the meeting closed at 9:10pm

Date of Next Meeting

174 Mon 13 May 24

KING GEORGE'S FIELD CCTV POLICY AND PRINCIPLES OF OPERATION

Introduction

Barford Sports Club (BSC) through Barford Sherbourne and Wasperton Joint Parish Council (JPC) is fully committed to the safety of the users and visitors of King George's Field (KGF) and to this extent has invested in the security of its buildings and facilities. The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the KGF..

Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under the General Data Protection Regulations (GDPR) 2018. The person ultimately accountable for data protection within the JPC is the Chairman.

The system comprises a number of fixed cameras located externally around the Amenity Block Sports Field environs, and adjacent public footpaths. All cameras may be monitored and are only available for use specifically for JPC purposes.

The CCTV system is owned by the JPC and will be subject to review on an annual basis.

2 Objectives of the CCTV System

The objectives of the CCTV system are to

- a) Protect the Amenity Block and surrounding areas and its assets to ensure they are kept free from intrusion, vandalism, damage, abuse or disruption.
- b) Support the police in a bid to deter and detect crime.
- c) Assist in identifying, apprehending and prosecuting offenders on the site.
- d) Protect members of the public and private property.

3 Policy Statement

The CCTV system will be registered with the Information Commissioner under the terms of GDPR and will seek to comply with the requirements both of GDPR and the Commissioner's Code of Practice when managing the CCTV System and its recordings and playbacks.

Cameras will be used

- a) to monitor activities adjacent to the amenity block and surrounding areas to identify criminal activity actually occurring, anticipated, or perceived.
- b) for the purpose of securing the safety and well-being of KGF users together with their visitors.
- c) for the purpose of securing the property of the JPC and identifying abuse of the facilities

The cameras will not focus on private homes, gardens and other areas of private property

Materials or knowledge secured as a result of CCTV system will not be used for any commercial purpose. Copies and Downloads will only be released to the media for use in the investigation of a specific crime and with the written authority of the police.

Copies and Downloads will never be released to the media for purposes of entertainment.

The planning and design of the existing CCTV system has endeavoured to ensure that the CCTV system will give maximum effectiveness and efficiency, but it is not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner must be placed at all appropriate points within areas covered by the CCTV system cameras.

4 Principles of Operation

The system will be administered and managed by a nominated JPC Councillor, or a secondary nominated JPC Councillor, in accordance with the principles and objectives expressed in this Policy.

The day-to-day management will be the responsibility of the nominated JPC Councillor.

The CCTV system will be operated 24 hours each day, every day of the year. No active monitoring of the cameras will take place unless authorised by the Chairman or nominated JPC Councillor in support of incident investigations and/or requests from the police.

5 CCTV System

The nominated JPC Councillor will check and confirm the efficiency of the system on a monthly basis and in particular that the equipment is properly recording and that cameras are functional.

Access to the CCTV System will only be permitted to assist in the identification of criminal activity or abuse of the facilities. Access will be restricted to the Chairman, nominated Councillors and nominated keyholders.

The CCTV system may generate a certain amount of concern from members of the public. The signage must provide contact details members of the public can use to relay any comments on the system. All comments will be referred to the nominated Councillor and, if appropriate, the Chairman.

The system is designed to be fully automated, requiring a monthly check of operation only. Images will be stored on the local hard drive of the system and when the disk is full, images from previous periods will automatically be overwritten. Image retention will be approximately four weeks after which they will be overwritten and erased permanently.

No images, or copies of images, will be held remote from the system, unless copies are authorised by the Chairman in support of legal or police investigations.
The system including processor, recorder, disk and monitor will be housed in a locked room. Access to the system will be password protected. Passwords will be strictly allocated to nominated councillors and authorised key holders.

6 Liaison

Liaison meetings may be held with all bodies involved in the support of the CCTV system i.e., maintenance contractors, nominated councillors, police etc.
Recordings may be viewed by the police and nominated Councillors for the prevention and detection of crime. Permission to do this will be given by the Chairman.
A record will be maintained of the release of image downloads or copies to the police or other authorised applicants. A register will be available for this purpose and will be kept by the nominated Councillor.
Viewing of downloads by the police must be recorded in writing and maintained in the register.
Requests by the police can only be actioned under GDPR.
Should a download or copy be required as evidence, it may be released to the police under the procedures described in the above paragraphs of this Policy. Downloads or copies will only be released to the police on the clear understanding that the disc, and any copies, remain the property of the JPC and both the recording media and information contained on it are to be treated in accordance with this Policy.
The JPC also retains the right to refuse permission for the police to pass to any other person the recording media or any part of the information contained thereon.
Applications received from outside bodies (e.g. solicitors) to view or release downloads or copies will be referred to the Chairman. In these circumstances downloads or copies will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings.
A fee of £100 can be charged for a subject access request, or in response to a Court Order.

7 Breaches of the Policy (including breaches of security)

The Chairman, in order for him to take the appropriate action, will initially investigate any breach of this Policy. The Chairman may authorise independent investigations for any serious breaches arising.

8 Assessment of the Scheme and CCTV Usage Policy

The nominated Councillors, or any person approved by the Chairman, may carry out performance monitoring, including random operating checks.

9 Complaints

Any complaints about the JPC's CCTV system should be addressed to the Chairman. Complaints will be investigated in accordance with Section 6 of this Policy

10 Access by the Data Subject^[17] GDPR provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about them, including those obtained by CCTV.^[18] Requests for Data Subject Access should be made in writing to the Chairman.

11 Public Information

Copies of this Policy will be available to the public on the BSC's public website or by making a formal request to the JPC.

12 System Maintenance and Monitoring

The system will be maintained in accordance with the GDPR.
The system will only be maintained and monitored by companies that carry the relevant accreditation from the Security Systems and Alarm Inspection Body (SSAIB) or National Security Inspection (NSI).
It will be the responsibility of nominated Councillor to liaise with the maintaining company for the reporting of faults on the system, any changes to the site that may affect the operation of the system.
It will be the responsibility of the nominated Councillor to arrange regular system reviews with the maintaining company.

13 Summary of Key Points

This CCTV Usage Policy will be reviewed on an annual basis. The CCTV system is owned and operated by the JPC. The CCTV system will not be a manned operation. The nominated Councillor, following approval from the Chairman, will only monitor internal and external cameras reactively.
Members of the public cannot access the CCTV system except by prior arrangement with the Chairman or nominated Councillor and with good reason.
Liaison meetings may be held with the police and other bodies.
Copies of images required, as evidence will be properly recorded, witnessed and packaged before copies are released to the police.
Copies will not be made available to the media for commercial or entertainment reasons.^[19] Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the CCTV Usage Policy.

The Chairman will investigate any breaches of this Policy.

An independent investigation will be carried out for serious breaches. Breaches of the Policy and any proposed recommendations will be reported to the Chairman. An approved contractor will maintain the system on a regular basis.

Revised – February 2024

**MANAGEMENT ACCOUNTS AS AT 31 DEC 23
EXECUTIVE SUMMARY**

Opening balance 2023-24	220,156	
Excess Income/Expenditure 2023-24	(7,749)	
Closing balance 2023-24	212,407	
Designated Funds		
Barford Leisure Improvement Scheme:		
Barford Sports Club	9,055	Self funding
King George's Field	8,597	Includes residue of third-party start-up funding
Sinking Fund (KGF)	40,000	Funded from Precept; for long-term capital needs
Barford Telephone Kiosk	200	Barford Heritage Group bond for future costs
Barford War Memorial	470	Raised by public subscription
Contested Election Costs	2,600	JPC policy to increase to £10k before 2027 elections
Key Man Insurance	16,050	75% of employment costs and office accommodation
Neighbourhood Watch	100	Current Balance
Open Spaces Maintenance	39,304	Includes Funding Offer W/17/0440
Promissory Note BYCC	20,000	Payment on proof of completion Funded from Precept
Provision for new mower	1,600	Purchase approved by JPC
Public Access Defibrillator	184	Current balance of donation
Total Designated Funds	138,160	
SUMMARY 2023-24		
Closing balance	212,407	
Designated Funds	(138,160)	
Discretionary Reserve	74,247	

**MANAGEMENT ACCOUNTS AS AT 31 DEC 23
BUDGET**

	Budget 2023- 24	YTD	FOO
RECEIPTS			
Allotments Rents	1,688	31	1,559
Bank Interest	150	436	581
BSC	2,000	946	1,000
Precept	62,757	62,758	62,758
VAT	14,000	15,347	15,347
Wayleave	5	5	5
TOTAL RECEIPTS	80,599	79,523	81,250
PAYMENTS			
Allotments Hire of Land	560	280	560
Allotments Maintenance	360	150	150
Allotments Water Supply	150	172	200
Audit Fees	700	704	704
BSC	100	243	243
Bank Charges	120	79	105
KGF	5,000	9,119	11,000
SF (BLIS)	5,000	0	0
Bus Shelters Maintenance	780	420	560
Chairman's Allowance	581	0	581
Election Costs	0	900	900
Employment Expenses	20,500	14,735	22,456
Grants: Churchyard Maintenance	1,653	1,650	1,650
Grants: Community Centres	4,205	4,200	4,200
Insurance Premium	3,000	3,768	3,768
Mowing Charges	6,590	5,328	5,328
Newsletter	2,881	2,888	2,888
Office Accommodation	900	666	900
Open Spaces Maintenance	5,000	27,126	28,295
Postage	20	8	75
Printing and Stationery	20	0	20
Rectory Paddock	500	0	500
Section 137	25	2,526	2,600
Subs: Information Commissioner	35	35	35
Subs: SLCC	190	188	188
Subs: WALC	665	693	693
Training and Seminar Expenses	200	96	200
Travel Expenses	80	0	80
War Memorial Wasperton	124	120	120
TOTAL PAYMENTS	59,938	76,094	88,999
Difference:	20,661	3,429	(7,749)

BUDGET 2024-25
Executive Summary

Opening balance 2023-24	220,156	
Excess Income over Expenditure 2023-24	(7,558)	
Closing balance 2023-24	212,598	
Designated Funds		
Barford Leisure Improvement Scheme:		
Barford Sports Club	9,055	Self funding
King George's Field	8,597	Includes residue of third-party start-up funding
Sinking Fund (KGF)	40,000	Funded from Precept; for long-term capital needs
Barford Telephone Kiosk	200	Barford Heritage Group bond for future costs
Barford War Memorial	470	Raised by public subscription
Contested Election Costs	2,600	JPC policy to build this reserve to £10k
Key Man Insurance	16,050	75% of employment costs and office accommodation
Neighbourhood Watch	100	Current Balance
Open Spaces Maintenance	39,304	Includes Funding Offer W/17/0440
Promissory Note BYCC	20,000	Payment on proof of completion Funded from Precept
Provision for new mower	1,600	Purchase approved by JPC
Public Access Defibrillator	184	Current balance of donation
Total Designated Funds	138,160	
SUMMARY		
Opening balance 2024-25	212,598	
Designated Funds	(138,160)	
Discretionary Reserve	74,438	

	Budget 2023- 24	FOO	Budget 2024- 25	Comment
RECEIPTS				
Allotments Rents	1,688	1,559	1,663	Reflects a 6.7% increase in rents
Bank Interest	150	581	700	
BLIS:BSC	2,000	1,000	2,000	
Precept	62,757	62,757	66,963	
VAT (prior year)	14,000	15,347	14,000	
Wayleave	5	5	5	
TOTAL RECEIPTS	80,599	81,249	85,331	
PAYMENTS				
Allotments Hire of Land	560	560	680	5-year review. Increase to £680 from Sep 24
Allotments Maintenance	360	100	100	
Allotments Water Supply	150	200	250	
Allotments Pest Control	0	0	250	
Audit Fees	700	704	925	External Auditor +5%. Internal Auditor +£200
Bank Charges	120	105	105	
BSC	100	100	100	Website charges
KGF	5,000	11,000	5,000	
SF (KGF)	5,000	0	0	Designated Fund to be held at £40k
Bus Shelters Maintenance	780	560	620	
Chairman's Allowance	581	581	620	Indexed
Election costs	0	900	2,500	Incremental rise to £10k Designated Fund by 2027
Employment Expenses	20,500	22,456	22,905	2% increase assumed
Grants: Churchyard Maintenance	1,653	1,650	1,761	Indexed
Grants: Community Centres	4,205	4,200	4,481	Indexed
Insurance Premium	3,000	3,768	4,000	Estimate
Mowing Charges	6,590	5,328	6,919	Rolling contract reviewed 5% increase
Newsletter	2,881	2,888	3,082	Agreement to track CPI
Office Accommodation	900	900	960	Indexed
Open Spaces Maintenance	5,000	28,295	5,000	OSM Designated Fund provides BYCC £40k grant
Pest Control (OSM)	0	0	300	
Postage	20	75	80	Predominantly for sending allotment contracts
Printing and Stationery	20	20	20	
Rectory Paddock	500	500	500	Fixed annual charge
Section 137	25	2,600	25	Remembrance wreath
Subs: Information Commissioner	35	35	35	
Subs: SLCC	190	188	188	
Subs: WALC	665	693	710	
Training and Seminar Expenses	200	200	200	
Travel Expenses	80	80	80	
War Memorial Wasperton	124	120	124	
TOTAL PAYMENTS	59,938	88,806	62,520	