

## BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

### Minutes of the Meeting of the Joint Parish Council held in Barford Memorial Hall on Mon 10 February 2025

<b>Present:</b>	Chairman: Cllr J V Murphy Cllr: J T Barrott, J D Billingham, R Clay, H Gadsden, J M Hawkesford G Jackson, Mrs S Jarratt, T Merrygold, Mrs R Newsome, P Phillips, B Ranner, M J Sheard
<b>Apologies:</b>	Cllr: Mrs K E Thomson
<b>In attendance:</b>	Cllr J Matecki

#### Opening

137 The meeting opened at 7:30 pm.

#### Declarations of Disclosable Interests

138 None

#### Public Participation

139 6 members of the public attended the meeting.  
Topics raised: Precept funds allocated to Village Voices  
Concerns regarding SWLP

#### Minutes of the JPC Meeting 13<sup>th</sup> January 25

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

#### Minutes of JPC Planning Meeting 13<sup>th</sup> January 25

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

#### Financial Report

142 Cash Book Balances as at 31<sup>st</sup> January 2025

- HSBC £62,549.50
- Santander £76,763.86

The JPC took note.

#### 142.1 Receipts and Payments

Date	Payee	Category	Amount
01 Jan 25	Santander Interest	Bank Interest	67.88
02 Jan 25	Stripe	BSC	11.37
07 Jan 25	Peter Pierson	Materials repair wall (OSM)	-28.42
07 Jan 25	R J Hartwell	Allotment Path Ext	-25,764.00
21 Jan 25	JVM	Salt/Grit shovels (OSM)	-9.50
21 Jan 25	DCK Payroll Solutions Ltd	Payroll Services	-36.00
21 Jan 25	H T Williams Pest Control	Mole catching services	-60.00
21 Jan 25	Employee 3	Employment Exp Salaries	-184.60
21 Jan 25	HSBC Charges	Bank Charges	-8.00
22 Jan 25	ICO Renewal (Data Protection)	Data Protection (Sub Powers)	-35.00
23 Jan 25	HMRC	PAYE/NI (Oct 24– Dec 24)	-1,371.66
27 Jan 25	Employee 1	Employment Exp Salaries	-1,029.81
28 Jan 25	JPC Office	JPC Office	-75.00
31 Jan 25	Nest	Pension	-97.38

The JPC Endorsed these transactions

#### 142.2 Management Accounts to 31<sup>st</sup> January 25 -See Appendix 1

Employment expenses understated in 24/25 Budget - increased from £23k to 26.3k (3 Mths HMRC payments relating to 23/24 collected in April 24)

OSM overstated in 24/25 Budget - reduced to 3k from £5k

The net effect of this adjustment is a decrease in the Discretionary Reserve of £254

The JPC endorsed these accounts

#### **Phone Mast**

143 Update from Cllr Hawkesford –

The upgrade to the existing radio base station at Hampton on the Hill will cover the M40 area. This potentially could make it more difficult to attract mobile providers to the suggested phone mast sites closer to Barford, however to date, there has been no update from ICON to indicate that they will not be submitting an application, Cllr Hawkesford to keep the JPC informed of progress.

#### **JPC Social Media Engagement Trial**

144 The JPC Social Media Engagement Trial finished at the end of January, Cllr Ranner presented the following update:

February 2025.

##### Followers

- Facebook – 190 (up from 122 in November) – 55% increase
- Instagram – 19 (up from 15 in November) – 66% increase (notable for interest building out of area)

Of people who engage with the Facebook page, 75% of returning readers are not followers of the account. This suggests we are regularly in contact with around 760 people.

##### Engagement

- We've had over 25,000 views and 3,200 direct engagements with posts over the past month.
- Highest level of engagement for a single post has been on the SWLP, with the initial post attracting 7,362 views and 1,800 direct engagements. This has been a promoted post, which cost £20 to run for the duration of February and to target users in south Warwickshire
- We're getting over 140 interactions per month. People are most reactive to photographs, but (to be discussed at working group), interactive media is doing very well. It would be good to try video on key issues.
- We have mainly attracted direct messaging from members of our communities who have direct questions or would like to be sign posted to relevant information.

##### Benefits

- No cost beyond time for putting out posts, unless we choose to promote activity/ issues.
- No limitation on word count, image numbers, etc.
- Opportunity for regular posting – SWLP main post was followed up with two others – and we hope more. This keeps issues present and relevant.
- Opportunity for wide variety of media to be posted and hosted.

##### Proposals

1. That we continue to use Facebook, cross posting to other Meta services such as Instagram for maximum impact from single posts.
2. That any councillors who would like access to the account have it to allow for a greater degree of 'eyes on the ground'.
3. That we utilise paid content of key issues as they occur, and a small amount be allocated in any campaign we undertake for social media promotion.
4. That, when we get to the point of our new website, we look to link our social media to this.
5. That activity which we are engaged in is always posted to social media as this is most liked by our communities.

The JPC agreed with the proposals, however, it was suggested that the JPC formulate an Editorial Policy to be followed by Cllrs who wish to post content on social media. – to be added as an agenda item at the next JPC

Paid content for key issues to be funded from the Tech/Comms (.gov) budget.

Cllr Clay thanked Cllr Ranner for his hard work, his thanks was echoed by all in attendance.

### **JPC Email/Website**

- 145 The Clerk presented three quotes from companies listed on the central government approved supplier list and who have been recommended by Parish Council Clerks (source Community Clerks' Network) who have used their services to move to a .gov.uk domain.

<b>BSW JPC EMAIL/WEBSITE QUOTES</b>			
Services Supplied	Cloud Next/ Eyelid Productions	Freethought/ Suffolk Cloud	Parish Online
Website Set Up	✓	✓	✓
Import existing content	✓	✓	✓
Support	✓	✓	✓
Annual Hosting	✓	✓	✓
Annual .gov domain	✓	✓	✓
Email Accounts *	✓	✓	✓
Net Cost Year 1	<b>£899.00</b>	<b>£615</b>	<b>£440.00</b>
Net Cost Year 2	<b>£249.99</b>	<b>£365</b>	<b>£440.00</b>

The Clerk has communicated at length with each supplier and whilst all three companies provide the services required to achieve a successful migration, there are notable contrasts. Both Cloud Next and Freethought will provide hosting but use a separate company to build the website. Parish Online are a one stop shop.

Cloud Next and Freethought charge an initial higher price for the site migration, Parish Online do not, albeit their annual fee is more expensive, you are paying for a wealth of experience in building, training and supporting Parish Council Websites.

Freethought proved not to be that responsive to my e-mail request for a quote and replied with incorrect information.

Cllrs Murphy, Sheard and Clay came across Parish Online at the WALC conference and felt that they would be a good fit for the JPC.

The Clerk would recommend that the JPC employ the services of Parish Online.

Information on all 3 suppliers to be circulated to the JPC and discussed as an agenda item at the March meeting.

### **Defibrillator at BYCC**

- 146 Held over until March meeting.

### **Carmel and David Coleman**

- 147 The statement, from Mr and Mrs Coleman, presented by the Clerk at the January JPC meeting, was reviewed.

During Public Participation at this meeting, both Mr and Mrs Coleman elected to speak, referring to an additional written paper that had been circulated to the Cllrs, at their request, prior to the meeting.

Both communications referred mainly to the precept, specifically in relation to funds allocated to Village Voices, and a number of questions were raised by Mr and Mrs Coleman relating to the publication.

Concerning the Colemans' concerns that other faiths were "not included" JPC members recommended that the Village Directory should contain a list of all places of worship in our

vicinity. There was already a link to the directory on the rear of Village Voices and there would be further links from the new JPC website in due course.  
After a lengthy discussion the JPC agreed that the Clerk would respond by letter to Mr and Mrs Coleman.

### **SWLP – Preferred Options Approved for Consultation**

- 148 Cllr Barrott updated the JPC on the progress of the working party meeting.  
The Clerk had tried to establish who owned the site identified as X1, however Land Registry could not identify the specific parcel of land identified by the marker and borders supplied. Due to the complexity of the SWLP on line and the time line to respond, Cllr Barrott wrote to Chris Elliott (WDC Chief Executive), on two occasions, asking for an extension to the date for responses – this request has been denied and the deadline remains 7<sup>th</sup> March 25.  
All members were asked to review the 12 strategic Objectives (page 23-25) that need to be met and either agree or disagree with the narrative.  
All members to look at the sites indicated, namely X1, SG09, SG15 and SG16 and feedback comments to Cllr Barrott to be collated for the response.  
Members agreed that it was vital to get the right communication out to residents. Cllr Sheard has purchased 2 hard copies of the plan, one to be displayed in the local shop informing residents on what it is and how to respond, the second copy to be circulated within the parish council.  
Cllr Ranner had drafted a communication to go onto the Notice Boards, Village Voices and social media. The communication had been agreed by Cllrs Barrott, Sheard and Clay. Notices are now on village notice boards, social media and will appear in Village Voices.  
Request for budgeting was omitted by the Clerk from the February agenda, this will need to be addressed as emergency funding.  
It was agreed that the JPC should arrange a Public Meeting between 19<sup>th</sup> – 25<sup>th</sup> February, so that all residents can have their say on the plan and ask any relevant questions – Cllr Murphy to arrange for meeting to take place at local school. Cllr Phillips to ask Chris Elliott (WDC Chief Executive) for an officer to be present at the meeting.  
Thanks to Cllr Merrygold who obtained a spreadsheet that listed all the small sites within the plan, filtered to sites within our Parishes, namely:
- |           |  |
|-----------|--|
| X1        | Settlement South of Leamington/North of Wellesbourne/East of Barford |
| 172       | East of Wellesbourne Road  |
| 712       | East of Church Lane  |
| 15        | North of Wasperton Lane  |
| 196       | Land east of Vicarage Lane, Sherbourne                               |
| 201       | Land between Vicarage Lane & Watery Lane, Sherbourne                 |
| 749       | Part of Elliots Farm   |
| SG09/SG10 | South of Europa Way Group  |
| SG15/SG16 | North & South of Wellesbourne Group                                  |
| 44        | Land North West of M40 Junction 15                                   |
- The next Working Party Meeting will convene after the Public Meeting  
SWLP to be added to March 10<sup>th</sup> JPC meeting agenda.

### **Barford Housing Needs Survey Report November 2024**

- 149 The Barford Housing Needs Agenda report was discussed  
The report was informative and indicated a measured need of 3 rental and 6 owner occupier homes.  
Adopted by the JPC

**Quote for Tree Survey Report**

150 Quote from Forestry – Warwickshire County Council for Tree Survey Report of the following areas:

King Georges Field  
Barford JPC Allotments  
Barford Rectory Paddock  
Village Green  
Oldhams Bank/Barford Community Orchard  
£1500 + VAT  
Agreed by JPC

**Standards and Conduct/Local Government Reorganisation**

151 The consultation is open to all local authorities, councillors and members of the public, closing on 26 February 2025.

It was agreed that individual responses were appropriate.

**2025/26 Annual Parish Meeting Dates**

152 Tuesday 8<sup>th</sup> April – Barford  
Monday 14<sup>th</sup> April – Sherbourne  
Monday 28<sup>th</sup> April - Wasperton

**2025/26 Parish Council Meeting Dates**

153 Monday 12<sup>th</sup> May (Annual Meeting)  
Monday 9<sup>th</sup> June  
Monday 14<sup>th</sup> July  
Monday 8<sup>th</sup> September  
Monday 13<sup>th</sup> October  
Monday 10<sup>th</sup> November  
Monday 12<sup>th</sup> January  
Monday 9<sup>th</sup> February  
Monday 9<sup>th</sup> March

**Risk Management**

154 This Risk Management Analysis has served the JPC's needs for many years. The Internal Auditor is required to confirm to the External Auditor that it has been accepted by the JPC. The Clerk recommends no change.  
Adopted by JPC

**Date of Next Meeting**

155 Mon 10<sup>th</sup> March 2025

Appendix 1

JANUARY MANAGEMENT ACCOUNTS 2024/25				
	Bdgt 24-25	Comment	YTD	FOO
<b>RECEIPTS</b>				
Allotments Rents	1,663	Reflects a 6.7% increase in rents	189	1,663
Bank Interest	700		600	700
BSC	2,000		953	1,200
Precept	66,963		66,964	66,964
VAT (prior year)	14,000		7,130	7,130
WCC Grant Defibrillator			1,500	1,500
Wayleave	5		5	5
<b>TOTAL RECEIPTS</b>	<b>85,331</b>		<b>77,341</b>	<b>79,162</b>
<b>PAYMENTS</b>				
Allotments Hire of Land	680	5-year review. Increase to £680 from Sep 24	344	680
Allotments Maintenance	100			100
Allotments Water Supply	250		255	255
Allotments Pest Control	250			250
Audit Fees	925	External Auditor +5%. Internal Auditor +£200	778	925
Bank Charges	105		85	105
BSC	120	Website charges	259	259
Bus Shelters Maintenance	620		295	620
Bus Shelter Refurbishment	0		15,336	15,336
Chairman's Allowance	620	Indexed		620
Election costs	2,500	Incremental rise to £10k Designated Fund by 2027		2500
Employment Expenses	22,905	2% increase assumed	23,262	26,300
Footpath			25,764	25,764
Grants:BYCC	0		20,000	20,000
Grants:BYCC	0		40,000	40,000
Grants: Churchyard Maintenance	1,761	Indexed	1,761	1,761
Grants: Community Centres	4,481	Indexed	4,482	4,482
Insurance Premium	4,000	Estimate	3,932	3,932
KGF	5,000		3,158	7,500
Mowing Charges	6,919	Rolling contract reviewed 5% increase	5,488	6,919
Newsletter	2,881	Agreement to track CPI	3,200	3,200
Office Accommodation	960	Indexed	775	925
Open Spaces Maintenance	5,000	OSM Designated Fund provides BYCC £40k grant	1,607	3,000
Pest Control (OSM)	300		210	300
Postage	80	Predominantly for sending allotment contracts	90	90
Printing and Stationery	20		110	110
Public Clock Maintenance (PCA 1957, ss2&6)				0
Rectory Paddock	500	Fixed annual charge	938	938
Section 137	25	Remembrance wreath	20	25
Subsidiary Powers LGA72 s111 Total	0		1,410	1450
Subs: SLCC	188		190	190
Subs: WALC	710		736	736
Training and Seminar Expenses	200		210	210
Travel Expenses	80			80
Venue hire	0		23	23
War Memorial Wasperton	124		124	124
<b>TOTAL PAYMENTS</b>	<b>62,304</b>		<b>154,842</b>	<b>169,709</b>
<b>Difference:</b>	<b>23,028</b>		<b>-77,501</b>	<b>-90,546</b>

Appendix 1 Continued

EXECUTIVE SUMMARY JAN 25		
Opening balance 2024-25	216,642	
Excess of Income over Expenditure 2024-25	(90,546)	
Closing balance 2024-25	126,096	
<b>Designated Funds</b>		
Barford Leisure Improvement Scheme:		
Barford Sports Club	9,588	Self funding
King George's Field	8,597	Includes residue of third-party start-up funding
Sinking Fund	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	3,750	JPC policy to maintain this reserve
Key Man Insurance	17,899	75% of employment costs and office accommodation
Neighbourhood Watch	100	Current Balance
Open Spaces Maintenance		Includes Funding Offer W/17/0440
Provision for new mower		No longer required
Public Access Defibrillator	1,500	WCC Grant (further funds from football dads and BRINC)
<b>Total Designated Funds</b>	<b>82,104</b>	
<b>SUMMARY 2024-25</b>		
Closing balance	126,096	
Designated Funds	(82,104)	
<b>Discretionary Reserve</b>	<b>43,992</b>	