

# BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the annual meeting of the Joint Parish Council held at Barford Memorial Hall  
on Mon 14 May 12

<b>Present:</b>	Cllr J V Murphy,(Chairman) Cllr: Mrs W Barlow, R Clay, J M Hawkesford, Mrs J L Longfield, P A P Morris, D C Morrow,A B Rhead, R A Shotton-Oza, Mrs A Gordon, R Newsome, Mrs P K Payne, N F J Thurley, J T Wright, M J Metcalfe,
<b>In Attendance:</b>	Cllr: Mrs C Sawdon (WDC), Sgt D Kettle (Warwickshire Police)

## Opening

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

## Election of Chairman of the Council for 2012-13

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

## Election of Vice-Chairman of the Council for 2012-13

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

## Statement by Warwickshire Police

- 5 The Chairman suspended the formal business of the meeting to allow Sgt Dave Kettle to make a statement about the circumstances of a boating accident on the River Avon at Barford on 12 May 12 in which a father and his young son died. Sgt Kettle confirmed that he would be the main police contact, via the Warwick West SNT, for this matter with the community.
- 6 After he had given his summary, Sgt Kettle conveyed the admiration and gratitude of all the emergency services to the residents of Barford for their efforts, support and community spirit in the rescue operation. Sgt Kettle stressed the availability of various counseling support services which residents should use sooner-rather-than-later if they were struggling to come to terms with the events of the weekend. On behalf of the JPC and the wider community the Chairman expressed gratitude for the tremendous effort of all the emergency services.

## Declarations of Personal and Prejudicial Interests

- 7 None was declared.

## Public Participation

- 8 There was no public participation

## Minutes of the Meeting of Council 12 Mar 12

- 9 The minutes were approved as a true record.

## Matters arising

- 10 Minute 326. WDC has undertaken to grit the paths around the old people's flats in Wasperton Lane, Barford in icy conditions.

## Minutes of the Meeting of the Planning Committee 12 Mar 12

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

## Minutes of the Meeting of the Planning Committee 19 Apr 12

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

## JPC Appointments 2012-13

13

	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 S J McVeigh			√				
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 Mrs R Newsome	√		√				
Cllr P K Payne							
Cllr M J Metcalfe			√*				
Cllr N F J Thurley	√		√				
Cllr J T Wright	√	√					

\* Ex Officio

## HMRC Return 2011-12

- 14 The JPC (the employer) took note that the year-end return (P35) for PAYE and NI was submitted on-line and accepted. Form P11D and Form 11D(b) were submitted. Form P60 was sent to the employee.

## Cash Balances as at 30 Apr 12

- 15 The JPC took note of the following cash balances
- HSBC £ 2,204.01
  - Santander £35,915.98

## Receipts and Payments

16 The JPC endorsed the following:

Date	Payee	Category	Total
3 Mar 12	J F Johnson	Postage	(37.80)
3 Mar 12	J F Johnson	Travel Expenses	(50.05)
3 Mar 12	Chess Storage	Grit Bins	(678.30)
3 Mar 12	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
5 Mar 12	Santander	Bank Interest	2.76
7 Mar 12	TPC	Printing and Stationery	(48.38)
9 Mar 12	Wasperton Village Hall	Venue Hire	(120.00)
10 Mar 12	HMRC	Employment Expenses	(542.92)
22 Mar 12	Xpress Printing Group	Printing and Stationery	(72.00)
28 Mar 12	Salaries	Employment Expenses	(696.92)
28 Mar 12	Admin	Office Accommodation	(52.00)
31 Mar 12	Santander	Bank Interest	2.58
2 Apr 12	J F Johnson	Postage	(12.96)
2 Apr 12	J F Johnson	Travel Expenses	(52.91)
2 Apr 12	Hand Made Signs	Tree Planting	(75.40)
2 Apr 12	HMRC	VAT prior year (HMRC)	1,489.14
10 Apr 12	HMRC	Employment Expenses	(542.92)
19 Apr 12	S&D Window Cleaners	Bus Shelters Maintenance	(60.00)
19 Apr 12	Smiths Nurseries	Tree Planting	(100.00)
19 Apr 12	TPC Digital Solutions	Printing and Stationery	(288.24)
19 Apr 12	WALC	Subs: WALC	(470.00)
23 Apr 12	Allotments	Allotments Rents	855.51
28 Apr 12	Salaries	Employment Expenses	(711.24)
28 Apr 12	Admin	Office Accommodation	(54.92)
30 Apr 12	J F Johnson	Postage	(2.88)
30 Apr 12	J F Johnson	Travel Expenses	(40.04)
30 Apr 12	Allotments	Allotments Rents	27.59

## Management Accounts as at 31 Mar 12 (Annex A)

17 Members took note

## Audit of Accounts as at 31 Mar 12

18 Public Notices. The JPC's accounts must be delivered for audit to the external auditor by 18 Jun 12. The statutory notices informing the electorate of this process and of electors' rights of inspection have been posted on village notice boards.

19 Internal Auditor's Report.

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

19.2 The JPC approved payment of the Internal Auditor's fee of £75

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

	Year ending	
	31 Mar 11	31 Mar 12
1 Balance brought forward	31,173	31,348
2 (+) Annual precept	29,515	30,100
3 (+) Total other receipts	3,508	9,612
4 (-) Staff costs	14,551	14,335
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	18,298	18,568
7 (=) Balances carried forward	31,348	38,157
8 Total cash & investments	31,348	38,157
9 Total fixed assets and long term assets	339,090	342,083
10 Total borrowings	0	0

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

<p>“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 controls, 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 2012 that:</p> <ol style="list-style-type: none"> <li>1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.</li> <li>2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.</li> <li>7 We took appropriate action on all matters raised in reports from internal and external audit.</li> <li>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.”</li> </ol>
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## Queen's Diamond Jubilee

22 Cllr Shotton-Oza to give a progress report and explained the timetable below:

<b>The Queen's Diamond Jubilee Barford 3-4 Jun 12</b>			
Date	Time	Place	Event
3 Jun 12	3:00pm	St. Peter's Church	Special Celebration Service, incorporating some of the Music used at the Coronation Service; followed by Strawberries & Cream in the Church Yard
4 Jun 12	10:30am	Village Green	Gather on the Village Green for the Ceremonial Raising of the new Flag, followed by a Guided Walk to the Riverside for the dedication of a Jubilee Oak Tree (please wear something red/white/blue)
4 Jun 12	1:00pm	Village Green	Village Picnic - bring your own Food & Drink and Picnic Tables / Blankets & Chairs (no Gazebos, please). Music provided
4 Jun 12	9:30pm	St. Peter's Church	Gather outside St. Peter's Church for a Procession to the Hill by Middle Watchbury Farm to light a Jubilee Beacon (please bring torches for the return journey - battery operated, no naked flames! - participation at own risk, please wear sensible shoes and bring a coat!)

23 The Risk Assessment (created by Cllr Morris) had been accepted by the JPC's insurance brokers.

24 A grant of £371 to cover the cost of the Jubilee beacon had been received from WDC.

### Flagpole for Barford Village Green

25 Members took note that Barford Village Shop had agreed to fund the flagpole as part of the Jubilee activities. An 8m hinged base, internal halyard, fibreglass flagpole had been ordered from Harrison External Displays, a specialist supplier/installer, at a total cost of £622.20 including a high quality Union flag. The flagpole will be located, set back behind the railings at the entrance off Church Street giving maximum visibility from all directions.

### Survey of Play and Recreational Facilities

26 In the absence of Cllr McVeigh to give a report, the Chairman reported that an initial Working Party meeting had taken place to review current provision and to begin to consider possibilities. Whilst there were no firm plans at present a key and very popular element was likely to be that the main pitch would be moved slightly and a transverse smaller pitch, possibly with movable goals, installed. It had been recognized that further advice should be sought and it was intended to hold some public consultation, possibly in the form of an open day or workshop to consider all the possibilities and permutations needed for the various age groups concerned.

### Housing Needs Survey

27 Cllr Mrs Barlow reported the following number of completed questionnaires had been received:

- Barford 158
- Sherbourne 2
- Wasperton 30

- 28 Cllr Rhead was struck by the low figure for Sherbourne and asked if the JPC's decision to have a questionnaire delivered to every house in all three villages had been followed there.
- 29 Cllr Mrs Gordon responded that the distribution in Sherbourne had been delayed until the Sherbourne Annual Parish Meeting at which the questionnaires had been available. Sherbourne councilors had not arranged a formal door-to-door delivery such as had occurred in Barford and Wasperton. She could not confirm that every house had received one but later indicated that some of those attending the APM may have taken some to distribute to neighbours although a significant number of the forms remained at the end of the APM and were taken away by Cllr Mrs Gordon.
- 30 Cllr Rhead regarded this as entirely unsatisfactory since it frustrated the will of the JPC and disenfranchised Sherbourne residents. To his personal knowledge some in Sherbourne had not received the questionnaire; they had come to him for information. Cllrs Mrs Barlow and the Chairman had also received enquiries and requests for the forms from Sherbourne residents concerned about the non-delivery.
- 31 The Chairman observed that it was a matter of regret that the JPC's decision had not been implemented as intended because the great deal of hard work put into the survey would be wasted if the results were compromised by uncertainty whether everybody in the catchment had been given the opportunity to express a view.
- 32 Cllr Mrs Barlow was given authority to negotiate an honorarium in the range £50-£200 for the collation of the completed questionnaires.

#### **Barford Allotments - Polytunnel**

- 33 Cllr Clay gave a progress report:
- Materials (including slabs) had been delivered.
  - The site had been tidied.
- 34 He remained concerned about the ventilation in the polytunnel.
- 35 Yet to be resolved was the issue of who should be the tenant of the plot once the installation was fit for use.

#### **Lamp Standards in the Barford Conservation Area**

- 36 The Chairman said there was nothing new to report.

#### **Annual Parish Meetings**

- 37 No points from the annual parish meetings were brought to the JPC's attention.

#### **Any Other Business**

- 38 Cllr Mrs Barlow said she would bring proposals for the purchase of lifebelts for the riverside walk to the next meeting of the JPC.
- 39 Cllr Rhead congratulated Cllr Murphy on a successful tenure as Chairman in 2011-12 and wished him well for the coming year.
- 40 Cllr Rhead congratulated Cllr Mrs Barlow on the hard work and dedication in producing the Housing Needs Survey.
- 41 Cllr Mrs Sawdon and Cllr Rhead informed the meeting that WDC was organizing a public meeting in the Barford Memorial Hall on 20 Jun 12 at which WDC officers would present the new Local Plan. All members of the JPC were strongly encouraged to attend. The draft was available on the WDC website and the consultation period was 1 Jun 12 - 27 Jul 12.

**Closure**

42 There being no other business the meeting closed at 9:05 pm.

**Date of Next Meeting**

43 The next meeting of the JPC is on Mon 11 Jun 12 at 7:30 pm in Sherbourne Village Hall

**MANAGEMENT ACCOUNTS AS AT 31 MAR 12  
EXECUTIVE SUMMARY**

Opening Balance 1 Apr 11	31,348	
Add Excess Income over Expenditure	<u>6,810</u>	
Closing Balance 31 Mar 12	<u><b>38,158</b></u>	
Designated Funds		
Barford Memorial Hall (WI)	500	
Barford Memorial Hall (BDG)	2,650	
Barford Memorial Hall (Grant)	1,043	
Barford Parish Directory (CVS)	83	
Barford Telephone Kiosk	200	
Barford War Memorial	535	
Employment Expenses (HMRC)	543	
Election Expenses (reserve for 2015)	2,000	
Provision for new mower	1,600	
Subs: WALC	<u>448</u>	
Total Designated Funds	<u><b>9,602</b></u>	
Total Reserve	<b>28,556</b>	
Contingency (10% of Expenditure)	<b>2,986</b>	
Risk Management Reserve	<b>11,651</b>	
Discretionary Reserve	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;"><b>13,919</b></td></tr></table>	<b>13,919</b>
<b>13,919</b>		

**MANAGEMENT ACCOUNTS AS AT 31 MAR 12**

	<b>Budget 2011- 12</b>	<b>YE</b>	<b>Diff</b>
<b>RECEIPTS</b>			
Allotments Rents	889	889	
Bank Interest	20	29	9
Concurrent Services Contribution (WDC)	2,530	2,530	
Grants/Donations		5,490	5,490
Precept (WDC)	30,100	30,100	
VAT prior year (HMRC)	600	670	70
Wayleave	4	4	
<b>TOTAL RECEIPTS</b>	<u>34,143</u>	<u>39,712</u>	
<b>PAYMENTS</b>			
Allotments Hire of Land	150	150	
Allotments Maintenance	150		150
Allotments Water Charges	150	207	(57)
Audit Fees	410	417	(7)
Bank Charges	20		20
Bus Shelters Maintenance	600	450	150
Chairman's Allowance	410	410	
Election Expenses	3,000	655	2,345
Employment Expenses	14,906	14,335	571
Grants: Churchyard Maintenance	1,188	1,254	(66)
Grants: Village Halls	2,964	2,086	878
Grit Bins		998	(998)
Insurance	1,026	776	250
Legal Fees (WCC)		400	(400)
Mowing Charges	1,606	1,502	104
Office Accommodation	628	624	4
Open Spaces Maintenance	500	4,089	(3,589)
Postage	200	147	53
Printing and Stationery	600	789	(189)
Section 137	20	2,647	(2,627)
Subs: Information Commissioner	35	35	
Subs: SLCC	135	140	(5)
Subs: WALC	448		448
Training and Seminar Expenses	150	313	(163)
Travel Expenses	387	314	73
Venue Hire	180	165	15
<b>TOTAL PAYMENTS</b>	<u>29,863</u>	<u>32,902</u>	
<b>NET TOTALS</b>	<b>4,280</b>	<b>6,810</b>	