

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council
held at Barford Memorial Hall on Mon 6 Jan 14

Present:	Cllr J V Murphy,(Chairman) Cllr: Mrs W Barlow, R Clay, J M Hawkesford,Mrs J L Longfield, P A P Morris, A B Rhead, R A Shotton-Oza, Mrs A Gordon, T Merrygold, Mrs R Newsome, M J Metcalfe, J T Wright,
Apologies:	Cllr: I Boak, S J Coop, N F J Thurley,
In Attendance:	Cllr L Caborn (WDC)

Opening

195 The meeting opened at 7:30 pm

196 Twelve members of the public were present.

Declarations of Disclosable Interests

197 None was declared

Minutes of the Meeting of the JPC 11 Nov 13

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

Minutes of the Meeting of the Planning Committee 5 Nov 13

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

Minutes of the Meeting of the Planning Committee 10 Dec 13

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

Cash Book Balances as at 31 Dec 13

201 The JPC took note of the following cash balances

- HSBC £31,411.15
- Santander £37,818.83

Receipts and Payments

202 The JPC endorsed the following:

Date	Payee/er	Category	Total
5 Nov 13	Santander	Bank Interest	2.49
5 Nov 13	Barford Community Charity	Grants/Donations	3,480.00
10 Nov 13	HMRC	Employment Expenses	(565.84)
15 Nov 13	MFM Services	Mowing Charges	(461.00)
15 Nov 13	SLCC	Subs: SLCC	(147.00)
30 Nov 13	Administration	Office Accommodation	(56.35)
4 Dec 13	Santander	Bank Interest	2.57
5 Nov 13	JF & GS Johnson	Postage	(15.60)
5 Nov 13	JF & GS Johnson	Travel Expenses	(57.85)
11 Nov 13	J V Murphy	Section 137	(20.00)
15 Nov 13	S&D Window Cleaners	Bus Shelters	(45.00)
30 Nov 13	Salaries	Employment Expenses	(747.45)
9 Dec 13	Claridges	Barford Parish Directory	(10.20)
10 Dec 13	Warwick Print & Copy	Barford Neighbourhood Plan	(10.00)

10 Dec 13	Sainsbury's	Barford Neighbourhood Plan	(11.99)
10 Dec 13	HMRC	Employment Expenses	(583.47)
31 Dec 13	Administration	Office Accommodation	(56.35)
31 Dec 13	Salaries	Employment Expenses	(747.45)

Management Accounts

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

[Cllr Caborn joined the meeting]

Barford Playing Fields Working Party

204 The JPC considered the WP Report dated 11 Dec 13 and confirmed the JPC actions required:

- Confirm support "in principle"
- Authorise the WP to act on behalf of the JPC within funding provision
- Authorise the WP to escalate investigations
- Authorise the WP to stage a suitable public consultation
- Authorise the WP to finalise a firm proposal
- To establish a Designated Fund for the project
- Confirm immediate funding support as proposed
- Commit, "in principle" to further funding in the next financial year

Specifically giving approval for the immediate allocation of £5k as a designated fund to support preliminary investigations and support working - and a further £10k in the budget for 2014-15 for pump-priming finance and to support matched funding grant applications.

[Cllr Mrs Longfield joined the meeting]

Barford Scout Hut

205 The JPC accepted the proposal that Barford Scout Hut receives financial support from the JPC from 2014-15 onwards. Final deployment of the budget head would remain at the JPC's discretion when in receipt of suitable information from each of the facilities.

Renewal of Mowing Contract 2014

206 The JPC has two running contract with MFM Services for grass cutting and decided to renew them on the terms shown below:

Area	Max No	Unit Cost	Total
Barford Playing Field	22	£36.00	£792.00
Barford Village Green	22	£22.00	£484.00
Play Area	22	£30.00	£660.00
Playing Field Perimeter	7	£22.00	£154.00
			£2,090.00

Area	Max No	Unit Cost	Total
River Walk Path & Open Area	22	£50.00	£1,100.00
River Walk Wildlife Area	2	£125.00	£250.00
			£1,350.00

207 In reaching its decision to extend a running contract the JPC was aware:

- The existing contracts were let following full competition in accordance with Standing Orders and was competitively awarded

- The new work is identical in nature and extent
- The rates for the new work are directly based on the existing contracts
- The likely benefit of further competition would be outweighed by either the administrative cost or the delay or both and the interests of the JPC will not be compromised by the negotiation.

Allotments - Charges 2015-16

208 The JPC confirmed the charges for a standard 150m² plot for 2014-15 at £22.35 and accepted the recommendation that the charge for 2015-16 should be that for 2014-15 inflated by RPI.

Assets of Community Value

- 209 Cllr Mrs Barlow reported the following:
- A list of all twenty community assets had been sent to Joe Baconnet (WDC) who is handling the “Community Right to Bid” information.
 - His colleague looked at them before Christmas and has indicated that all the proposed items fit the initial outline criteria with two potential exemptions.
 - Cllr Mrs Barlow will now complete the forms and send them (together with details of Wasperton’s assets) to WDC for final listing.
 - Given that this is a cost-free opportunity to provide a further layer of protection to community assets Sherbourne councillors will reconsider whether they do in fact have such assets suitable for listing.

Village Housing Options and Settlement Boundaries

210 It was agreed that, however undesirable they seemed and given the numbers it seems the JPC must accept as its share of district-wide need, the three sites in Barford identified by WDC as most suitable for development were the best choice, not least because suitable alternatives could not be found. This decision did not jeopardize the JPC’s right to have a strong say on the manner in which they would be developed.

211 The response to WDC (drafted by the Chairman) is below:

The JPC accepts that given the emerging WDC New Local Plan it seems that we must accept a share of the district-wide growth even though this is grossly in excess of our identified and measured immediate local needs. If the district wide numbers are at the levels currently indicated and if the numbers required to be accommodated within Barford remain as currently indicated then the JPC accepts that the proposed sites (1- Wellesbourne Rd garage site, 2 – Former Sherbourne Nursery site and 3 – Land off Bremridge Close) are the only realistic options available within the parish capable of satisfying these numbers. Acceptance of this situation is also recognised in the rapidly emerging Barford Neighbourhood Development Plan.

These sites and these numbers must be seen as the absolute maximum that this JPC will accept and in the event that district-wide numbers should be reduced we would expect to be consulted on how our numbers should be proportionately reduced to reflect such change. The JPC is not prepared to accept any increase in these plan led numbers for the forthcoming New Local Plan period.

Also, in the event that current pending applications are successful we would expect that these would be fully taken in to account when computing our numbers.

Whilst recognising all the benefits and issues related to “phasing” the JPC wishes to reflect the local electorate’s clearly expressed wish that these developments should at least to some degree be phased over the whole plan period.

We would be expecting significant s.106 or CIL contributions to be negotiated for each of these (and any other) sites and for these contributions to be categorically Barford specific – in particular we would expect contributions to education to be directed to both Barford School

and our follow on secondary schools and we would be looking for contributions towards improvements to the Barford Bypass junctions which are causing considerable concerns and numbers of accidents and would be made worse by increased development in the village.

We would expect note to be taken of our recent Housing Needs Surveys and the mix of housing provided to be matched to our demographic and current needs. Specifically we will not accept the "standard developer mix" which is primarily aimed to maximise their profit, but require a mix to meet our needs, our electorate's aspirations, our ageing demographic and which will maintain and preferably enhance the community spirit which currently exists.

We would also be expecting site specific designs to complement our Barford Conservation Area and will not be prepared to accept standard, off-the-shelf developer boxes and layouts.

Standing Orders

212 The new set of model standing orders (published by NALC) amended by the Clerk to reflect the needs of the JPC had been circulated to members. It was agreed they should be adopted in the amended form.

213 A copy of the Standing Orders will be kept in the Minute Book and circulated to all members.

Budget and Precept 2014-15

214 The JPC adopted the budget for 2014-15 at Annex B to these minutes.

215 The JPC set the Precept for 2014-15 at £40,169.

Any Other Business

216 Cllr Rhead asked what progress had been made to ameliorate the traffic hazards at the north end of the Barford Bypass. On learning that there were no current proposals the Chairman asked Cllr L Caborn to convey to WCC members and officers the deep concern of the JPC, particularly in view of the recent spate of accidents and a fatality.

Closure

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

Date of Next Meeting

218 The next meeting of the JPC is on Mon 10 Feb 14 at 7:30 pm in Sherbourne Village Hall.

**MANAGEMENT ACCOUNTS
AS AT 31 DEC 13
EXECUTIVE SUMMARY**

Opening Balance 1 Apr 13	46,004	
Add Excess Income over Expenditure	<u>2,100</u>	
Closing Balance 31 Mar 14	<u>48,104</u>	
Designated Funds		
Barford Leisure Improvement Scheme	5,000	Finance for preliminary investigation
Barford Memorial Hall	1,999	Current balance of BMH refurbishment fund
Barford Neighbourhood Plan	929	Current balance
Barford Parish Directory (CVS)	37	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Barford War Memorial	535	Raised by public subscription. Unavailable for any other purpose
Neighbourhood Watch	100	Current Balance
Election Expenses (reserve for 2015)	2,000	JPC policy to reserve this early in the election cycle
Provision for new mower	1,600	Purchase approved by JPC
Sherbourne Village Hall	2,675	Match funding
Wasperton War Memorial	100	Current balance
WDC New Local Plan	<u>1,300</u>	Contingency for challenge
Total Designated Funds	<u>16,474</u>	
Total Reserve	31,630	Closing balance 31 Mar 14 minus total Designated Funds
Contingency (10% of Expenditure)	4,071	Hedge against inflation
Risk Management Reserve	12,342	75% of Clerk's costs
Discretionary Reserve	15,217	Unallocated reserve

BUDGET V OUTTURN

	Budget 2013- 14	YTD	FOO	Diff
RECEIPTS				
Allotments Rents	932	934	934	2
Bank Interest	30	18	25	(5)
Concurrent Services Contribution (WDC)	2,530	2,530	2,530	
Grants/Donations		6,480	6,480	6,480
Precept (WDC)	29,070	29,070	29,070	
Transitional Grant (WDC)	2,289	2,290	2,289	
VAT prior year (HMRC)	1,500	1,475	1,475	(25)
Wayleave	5	5	5	
TOTAL RECEIPTS	36,356	42,802	42,808	
PAYMENTS				
Allotments Hire of Land	150	75	150	
Allotments Maintenance	150	170	170	(20)
Allotments Water Charges	180	31	600	(420)
Audit Fees	428	325	325	103
Bank Charges	20			20
Barford Memorial Hall		959	959	(959)
Barford Neighbourhood Plan		99	100	(100)
Barford Parish Directory		51	70	(70)
Bus Shelters Maintenance	600	360	525	75
Chairman's Allowance	444		444	
Employment Expenses	15,530	11,703	15,780	(250)
Grants: Churchyard Maintenance	1,288		1,288	
Grants: Village Halls	3,211		3,211	
Insurance	834	836	836	(2)
Mowing Charges	2,848	2,740	2,740	108
Notice Boards	750			750
Office Accommodation	676	507	676	
Open Spaces Maintenance	500	234	500	
Postage	250	73	100	150
Printing and Stationery	750	220	300	450
Rural Footway Lighting			10,390	(10,390)
Section 137	40	118	140	(100)
Subs: Information Commissioner	35		35	
Subs: SLCC	145	147	147	(2)
Subs: WALC	482	482	482	
Training and Seminar Expenses	200	225	350	(150)
Travel Expenses	400	222	300	100
Venue Hire	90		90	
TOTAL PAYMENTS	30,001	19,577	40,708	
NET TOTALS	6,355		2,100	

**BUDGET 2014-15
EXECUTIVE SUMMARY**

Opening balance 2013-14	46,004	
Excess of Income over Expenditure 2013-14	<u>2,099</u>	
Opening balance 2014-15	48,104	
Excess of Income over Expenditure 2014-15	<u>1,469</u>	
Closing balance 2014-15	49,573	
Designated Funds		
Barford Leisure Improvement Scheme	5,000	Finance for preliminary investigation
Barford Memorial Hall	1,999	Current balance of BMH refurbishment fund
Barford Neighbourhood Plan	929	Current balance
Barford Parish Directory (CVS)	37	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Barford War Memorial	535	Raised by public subscription. Unavailable for any other purpose
Neighbourhood Watch	100	Current Balance
Election Expenses (reserve for 2015)	2,000	JPC policy to reserve this early in the election cycle
Provision for new mower	1,600	Purchase approved by JPC
Wasperton War Memorial	100	Current balance
WDC New Local Plan	<u>1,300</u>	Contingency for challenge
Total Designated Funds	13,800	
Risk Management Reserve	12,688	75% of employment expenses and office accommodation
Contingency (10% of Expenditure)	4,458	Hedge against inflation
Discretionary Reserve	18,627	
Precept 2014-15	40,169	
Tax Base 2014-15	800	
Band D	£50.19	

BUDGET 2014-15

	Actual 2012-13	Budget 2013- 14	Forecast Outturn 2013-14	Budget 2014-15
RECEIPTS				
Allotments Rents	932	932	934	963
Bank Interest	37	30	25	25
Concurrent Services Contribution (WDC)	2,530	2,530	2,530	2,470
Grants/Donations	6,432		6,480	
Precept (WDC)	29,975	29,070	29,070	40,169
Transitional Grant (WDC)		2,289	2,289	2,013
VAT prior year (HMRC)	1,489	1,500	1,475	400
Wayleave	5	5	5	5
TOTAL RECEIPTS	41,400	36,356	42,808	46,045
PAYMENTS				
Allotments Hire of Land	150	150	150	150
Allotments Maintenance		150	170	150
Allotments Water Charges	90	180	600	60
Audit Fees	417	428	325	335
Bank Charges	20	20		20
Barford Leisure Improvement Scheme				10,000
Barford Memorial Hall	5,825		959	
Barford Neighbourhood Plan			100	
Barford Parish Directory			70	
Bus Shelters Maintenance	735	600	525	525
Chairman's Allowance	433	444	444	458
Diamond Jubilee	371			
Employment Expenses	15,144	15,530	15,780	16,220
Flagple	747			
Grants: Churchyard Maintenance	1,254	1,288	1,288	1,295
Grants: Village Halls	2,086	3,211	3,211	3,990
Housing Needs Survey	200			
Insurance	813	834	836	839
Mowing Charges	1,635	2,848	2,740	3,440
Notice Boards		750		200
Office Accommodation	659	676	676	697
Open Spaces Maintenance	371	500	500	500
Postage	198	250	100	150
Printing and Stationery	760	750	300	500
Rural Footway Lighting			10,390	910
Section 137	46	40	140	100
Sherbourne Village Hall Refurbishment				2,675
Subs: Information Commissioner	35	35	35	35
Subs: SLCC	145	145	147	145
Subs: WALC	470	482	482	492
Training and Seminar Expenses	199	200	350	300
Travel Expenses	381	400	300	300
Tree Planting	175			
Venue Hire	169	90	90	90
TOTAL PAYMENTS	33,527	30,002	40,708	44,576
NET TOTALS	7,874	6,354	2,099	1,469

