

# BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Annual Meeting of the Joint Parish Council held at Barford Memorial Hall  
on Mon 8 May 17

<b>Present:</b>	Cllr J V Murphy (Chairman) Cllr R Clay, Mrs A Gordon, J M Hawkesford, T Merrygold, M J Metcalfe, S Morgan, Mrs R Newsome, A B Rhead, Mrs K E Thomson, N F J Thurley, J T Wright
<b>Apologies:</b>	Cllr Mrs W Barlow, H Gadsden,
<b>In Attendance</b>	Cllr L Caborn (WCC)

## Opening

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

## Election of Chairman of the Council for 2017-18

- 3 RESOLVED: That Cllr T Merrygold be and is hereby elected Chairman.
- 4 Cllr Merrygold took the chair.

## Election of Vice-Chairman of the Council for 2016-17

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

## Declarations of Disclosable Interests

- 6 None was declared.

## Public Participation

- 7 There was no public participation.

## Minutes of the Meeting of Council 20 Mar 17

- 8 The minutes were approved as a true record.

## Matters arising

- 9 Minute 245.

- 9.1 The Construction Site Working restrictions in the Wasperton Lane Planning Decision W/16/2066 are as follows – work can start at 07:30 and not the 08:00:

### Construction Site Working

Construction works have the potential to cause nuisance to neighbouring residents such as noise from use of plant and equipment, activity at unsociable hours, delivery vehicles blocking roads, dust from site working, bonfire and deposit of mud and/or dust on the roads. To minimize nuisance, it is recommended that:

- Work which is likely to give rise to noise off-site should be restricted to the following hours: Mon-Fri 7.30 am – 5 pm, Sat 7.30 am – 1 pm. No working Sundays or Bank Holidays.
- Delivery vehicles should not be allowed to arrive on site before 8 am or after 4.30 pm Mon-Fri, 8 am – 1 pm Sat and not on Sundays or Bank Holidays.
- “Best practicable means” shall be employed at all times to control noise and dust on site.

If you require more specific advice on the above two matters please contact the Environmental Health Department on 456725 or email [ehpollution@warwickdc.gov.uk](mailto:ehpollution@warwickdc.gov.uk)

- 9.2 It is clear that little or no attention is being paid to these rules, to the annoyance and inconvenience of residents.
- 9.3 The Chairman will take up the matter with WDC Planning Enforcement.
- 10 Minute 246. Parking Sandy Way. Cllr Rhead had planned an on-site discussion, with WDC Enforcement officers and him meeting a culpable resident to attempt to ameliorate the dire problems of parking in Sandy Way.
- 11 Minute 247. Bremridge Close Area Parking. Parking in or near Bremridge Close continues to be chaotic and potentially dangerous, caused in large part by the car owners using the Barford Exchange. The relevant authority to control this is the police, but hitherto, efforts to involve them have been unsuccessful. Cllr Caborn announced that he had now arranged a meeting with officers on site.
- 12 Minute 248. Westham Lane.
- 12.1 The occupants of one of the new houses (No 37) in Nursery Meadows, backing onto Westham Lane have created unauthorized pedestrian access to the lane through gaps in the established site hedge. Not only is this unsafe but also it mars the hedge which is an important aspect of the street scene. The attention of WDC Planning Enforcement had been drawn to this by the Cllr Murphy but the response had been “hopeless”. He had return to the matter by providing before and after pictures, but these were met with a further refusal on the grounds that any restriction imposed now would have a life of five-years, after which the offending actions would no longer be in violation of the conditions, so “Why bother?”
- 12.2 This last met with incredulity from members, weakening, as it did, the whole concept of granting conditional permission. Without the safeguards conditions provide, there is little prospect of protecting the environment, and this point should be made forcibly to WDC. Cllr Rhead promised to champion the JPC’s cause at WDC.
- 13 Minute 256. Extra Bus Stops on A46. The debate continued on the affordability, funding and cost-benefit of this proposal and it was agreed to bring it back to the June meeting for analysis and decision making.

#### **Minutes of the Meeting of the Planning Committee 11 Apr 17**

- 14 The minutes were approved as a true record.

#### **Matters Arising**

- 15 Two relevant points were made:
- WCC Highways has changed its views on the adequacy of the road network within the development.
  - Tree felling here is a criminal act and should be regarded and deal with as such.

#### **Minutes of the Meeting of the Planning Committee 2 May 17**

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

## JPC Appointments 2017-18

17 The following appointments were made:

	Planning *	Disciplinary*	Disciplinary Appeals **	BMHMC	WDC Planning Forum%	WALC
Cllr Mrs W Barlow	✓	✓				
Cllr R Clay	✓		✓			
Cllr H Gadsden		✓				
Cllr Mrs A Gordon	✓	✓				
Cllr J M Hawkesford	✓					
Cllr T Merrygold	✓	✓				✓
Cllr M J Metcalfe			✓			
Cllr S Morgan						
Cllr J V Murphy	✓		✓			✓
Cllr Mrs R Newsome	✓					
Cllr A B Rhead				✓		
Cllr Mrs K E Thomson						
Cllr N F J Thurley	✓		✓			
Cllr J T Wright	✓	✓				

\* Chairman Ex Officio

\*\* Vice Chairman Ex Officio

% All members free to attend, but voting may be limited on the day

## Cash Book Balances as at 30 Apr 17

18 The JPC took note of the following cash balances:

- HSBC(1) £91,258.66
- HSBC(2) £ 1,246.48
- Santander £51,362.59

## Receipts and Payments

19 The JPC endorsed the following:

Date	Payee/er	Category	Total
1 Apr 17	Godfrey Payton	Rectory Paddock	(500.00)
5 Apr 17	WDC	BVGP	5,387.00
6 Apr 17	RoSPA	Open Spaces Maintenance	(210.00)
6 Apr 17	R Print	BLIS	(210.00)
6 Apr 17	M&B Surfaces	BVGP	(12,930.00)
6 Apr 17	MAG Consultancy	BLIS	(32.34)
6 Apr 17	The Ramp People	BLIS	(106.80)
7 Apr 17	Sherrif Amenity	Open Spaces Maintenance	(141.58)
8 Apr 17	WDC	Rural Footway Lighting	(906.24)
8 Apr 17	WALC	Subs: WALC	(507.61)
10 Apr 17	Allotment Rents	Allotments Rents	586.46
10 Apr 17	HMRC	Employment Expenses	(626.29)
13 Apr 17	Barford Community Charity	Section 137	(2,112.00)
18 Apr 17	Allotment Rents	Allotments Rents	155.60

20 Apr 17	Wasperton Village Hall	Venue Hire	(180.00)
21 Apr 17	Frank Mann Farmers	Rectory Paddock	(1,230.00)
25 Apr 17	E&T Warwick Ltd	BLIS	(1,185.00)
25 Apr 17	JT Window Cleaners	Bus Shelters Maintenance	(45.00)
25 Apr 17	WDC	Concurrent Services Contribution	1,145.00
25 Apr 17	WDC	Council Tax Reduction Scheme	471.50
25 Apr 17	WDC	Precept	21,791.50
30 Apr 17	Salaries	Employment Expenses	(810.58)
30 Apr 17	Administration	Office Accommodation	(61.00)

### Management Accounts as at 31 Mar 17

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

### Audit of Accounts as at 31 Mar 17

21 Public Notices. The JPC's accounts must be delivered for audit to the external auditor by 17 Jun 17. The statutory notices informing the electorate of this process and of electors' rights of inspection will be posted on the Barford Community Website.

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

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 control, 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 2016 that:

- 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
- 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.
- 5 We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 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 this smaller authority and, where appropriate have included them in the accounting statements.

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

	2016	2017
1 Balance brought forward	64,993	169,700
2 (+) Annual precept	41,243	42,787
3 (+) Total other receipts	471,149	115,772
4 (-) Staff costs	17,076	17,207
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	390,610	174,926
7 (=) Balances carried forward	169,700	136,125
8 Total cash & investments	169,700	136,125
9 Total fixed assets and long term assets	571,098	672,731
10 Total borrowings	0	0

## Review of Warwick District Council Ward Boundaries

- 24 WDC sought the JPC's support for its proposed change to these boundaries.
- 25 The JPC concluded:
- The proposal has no direct impact on the JPC and is, from its perspective, non-contentious.
  - It is minded to support the proposal
  - That support is provisional because it is understood that the timing has been delayed until November. The JPC wishes to have the opportunity to amend its support should the final version of the proposal differ from that currently presented.

## Warwickshire Police Community Messaging Service (CMS)

- 26 The Chairman briefed the JPC on this scheme which is a local version of social media. Its attraction is as an adjunct to, and even a replacement for, Neighbourhood Watch. Cllr Murphy warned that his experience of it showed it to be far from local, attracting reports from far afield which are of no interest; moreover, once joined, it is hard to leave.

## Barford Youth and Community Centre

- 27 In the absence of Cllr Mrs Barlow, no report was delivered.
- 28 It was agreed that this should no longer be a fixed item on the agenda; instead it would be included at the discretion of the Chairman.

## BLIS

- 29 Cllr Murphy gave a progress report:
- Services and toilets complete.
  - Final arrangements for outdoor gymnasium in hand.
  - Meeting Miracle to resolve the issue of unsatisfactory surfacing.
  - Continuing to fit out the building.
  - Within budget, but close to the limit.
  - Rectory Paddock ready for use but may need some ground-protection matting in the gateway.
  - First use on 9<sup>th</sup> May.

## Annual Parish Meetings

- 30 The draft minutes of the Annual Parish Meetings having been published on the Barford Website, Parish Meeting Chairman were asked to list the main concerns of the three villages:

Village	Concern	Comment
Barford	Bremridge Close parking	See Minute 11
	Relocation of bus stop on Wellesbourne Road, Barford	Unsatisfactory solution with the replacement stop remote from the shelter
Sherbourne	Unauthorized Traveller Encampments	See Annex B
	Sherbourne Park Events	The licence application for Queen Anne' College Ball has been withdrawn
Wasperton	Speed on the A429	Cllr Caborn is to initiate a detailed study of traffic movement on the A429 from Wellesbourne to Junction 156 of the M40

## Any Other Business

- 31 Cllr Clay, speaking on behalf of the whole JPC, offered thanks and congratulation to Cllr Murphy for the many, notable achievements during his 22-year tenure of the office of Chairman of the JPC. He also wished Cllr Merrygold the best of luck in carrying on where Cllr Murphy had left off. In both sentiments, he had the full support of the members.
- 32 Cllr Rhead remarked that the repairs to Barford House Wall along the Wellesbourne Road (at no cost to the public purse) seem well-done but there remained more to be done in other areas and he would remind Planning Enforcement of the obligation.
- 33 Cllr Murphy referred to the site fence to the Spitfire development which had been pitched outside the red line and on JPC land. Always provided the eventual fence was of an acceptable

design, there was no objection in principle to it being in the same place, but a close-boarded one would be rejected.

- 34 Cllr Murphy expressed deep misgivings about the Barford Residents' Association (BRA) proposal to alter its constitution to expand its geographical limits to encompass parts of other villages. The essence of BRA was that it was for Barford, and not just any amorphous group of people in common cause from time to time. Whilst, strictly, this was not a JPC matter, he urged any councillor, who was also a BRA member, to attend the forthcoming general meeting and vote down the proposal.

#### **Closure**

- 35 There being no further business the meeting closed at 8:50pm.

#### **Date of Next Meeting**

- 36 The next meeting of the JPC is on Mon 12 Jun 16 at 7:30 pm in Sherbourne Village Hall.

## MANAGEMENT ACCOUNTS AS AT 31 MAR 17

<b>Executive Summary</b>		
Opening Balance 1 Apr 16	169,700	
Add Excess Income over Expenditure	(33,574)	
Closing Balance 31 Mar 17	<b>136,125</b>	
<b>Designated Funds</b>		
Barford Leisure Improvement Scheme	69,412	Current balance
BLIS Sinking Fund	5,000	Provision for long-term refurbishment
Barford Memorial Hall	1,543	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Election Expenses (reserve from 2015)	2,000	JPC policy to reserve this early in the election cycle
Neighbourhood Watch	100	Current Balance
Provision for new mower	1,600	Purchase approved by JPC
Public Access Defibrillator	302	Current balance
Rural Footway Lighting 2017-18	906	Phased payment to Warwick District Council
Rural Footway Lighting 2018-19	906	Phased payment to Warwick District Council
Section 106	3,140	Reserved for specific housing developments
War Memorial Barford	470	Raised by public subscription. Available only for this purpose
WDC New Local Plan	1,300	Contingency for legal challenge
<b>Total Designated Funds</b>	<b>86,879</b>	
<b>Total Reserve</b>	<b>49,246</b>	Closing balance 31 Mar 17 less Designated Funds
<b>Key Man Self Insurance</b>	<b>13,417</b>	75% of Clerk's costs
<b>Discretionary Reserve</b>	<b>35,829</b>	Unallocated reserve

	<b>Budget 2016-17</b>	<b>Outturn</b>
<b>RECEIPTS</b>		
Allotments Rents	993	
Bank Interest	100	210
Concurrent Services Contribution (WDC)	2,290	2,290
Council Tax Reduction Scheme	1,415	1,415
Grants (BLIS)		73,613
Grants: BVGP		7,500
Grants: Notice Board		
Grants: Royal Visit		2,050
Precept (WDC)	42,787	42,787
Section 106		3,140
VAT (BLIS)		23,836
VAT	1,000	1,714
Wayleave	5	5
<b>TOTAL RECEIPTS</b>	<b>48,590</b>	<b>158,559</b>
<b>PAYMENTS</b>		
Allotments Hire of Land	500	500
Allotments Maintenance	150	
Allotments Water Charges	160	19
Audit Fees	445	1,650
Bank Charges		10
Barford Leisure Improvement Scheme	2,000	149,260
Barford Memorial Hall		6,180
Barford Neighbourhood Development Plan		767
Bus Shelters Maintenance	525	435
Chairman's Allowance	472	472
Employment Expenses	17,170	17,207
Grants: Churchyard Maintenance	1,334	1,335
Grants: Community Centres	4,114	2,940
Insurance	2,000	1,992
Mowing Charges	3,777	2,961
Office Accommodation	719	719
Open Spaces Maintenance	300	290
Postage	140	162
Printing and Stationery	300	177
Rectory Paddock Legal Fees		790
Rectory Paddock Rent		250
Royal Visit		1,721
Rural Footway Lighting	906	906
Section 137	20	97
Subs: Information Commissioner	35	70
Subs: SLCC	170	157
Subs: WALC	505	506
Training and Seminar Expenses	200	105
Travel Expenses	300	291
Venue Hire	170	65
War Memorial Wasperton	100	100
<b>TOTAL PAYMENTS</b>	<b>36,511</b>	<b>192,133</b>
<b>NET TOTALS</b>	<b>12,079</b>	<b>(33,574)</b>

**EXTRACT FROM MINUTES OF SHERBOURNE ANNUAL PARISH MEETING ON 18 APR 17****Dealing with Unauthorized Traveller Encampments**

- 19 As is generally known, a group of Travellers camped on the land at the northern end of Watery Lane – along the path that leads underneath the new Sherbourne roundabout. Some also camped right next to the junction with the A46.
- 20 There were some disturbances, some police involvement and eventually they left, leaving a considerable mess behind.
- 21 The land by the path is owned by Highways England who initially denied ownership – which delayed attempts to move them on, and clean up afterwards.
- 22 The Chairman, together with Cllrs Caborn and Phillips, summarised the recent travellers' encampment episode and reported on the follow-up meeting between WDC, WCC, Highways England (HE), JPC, the Police and others
- WDC is taking measures to harden council owned sites
  - WDC and the Police advise landowners to take reasonable measures to secure their own land
  - Cllr Caborn is to chase HE for a decision on what if anything it plans to do, at what costs and what additional funds may be necessary
  - With the HE response – JPC is to decide what actions can be taken
  - Options discussed included groundworks (ditches or bunds) additional fencing, tree planting
  - Heather Dalton to provide the Chairman with details of gate padlock keeper for circulation to other Sherbourne elected representatives.
  - Residents to report issues to police at first sight of any future incursions (for example attempts to remove padlocks) so police can respond quickly
  - Police require concrete evidence wherever possible to identify individuals
  - The more calls the police receive about problems the more action is likely to be taken
  - If incursion is on HE lands contact National Traffic Operations Centre:  
Highways England  
National Traffic Operations Centre  
3 Ridgeway  
Quinton Business Park  
Birmingham  
B32 1AF  
Email [info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)  
General enquiries 0300 123 5000
  - PC Rob Davies to provide details of Community Messaging Service