

## BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Annual Meeting of the Joint Parish Council  
held at The Scout Hut, Wasperton Lane, Barford  
on Thu 23 May 19

<b>Present:</b>	Cllr T Merrygold (Chairman) Cllr: Mrs W Barlow, R Clay, H Gadsden, J M Hawkesford, Mrs D E Haynes, Mrs V Hunt, G Jackson, Mrs L M Jones, M J Metcalfe, J V Murphy, Mrs R Newsome, M J Sheard, Mrs K E Thomson, N F J Thurley, J T Wright
<b>In Attendance:</b>	Cllr: L Caborn (WCC),

### Opening

- 1 The meeting opened at 7:30 pm
- 2 No members of the public were present.
- 3 The "Protocol for the Reporting at Meetings of the Council or Committees" was taken as read by members of the JPC and drawn to the attention of the public attending this meeting by means of printed leaflets.

### Declarations of Disclosable Interests

- 4 None was declared.

### Election of Chairman of the Council for 2019-20

- 5 Cllr T Merrygold was appointed.

### Election of Vice-Chairman of the Council for 2019-20

- 6 Cllr J V Murphy was appointed.

### Appointment of Coopted Member for Barford

- 7 Cllr M J Sheard was appointed.

### Public Participation

- 8 There was none.

### Minutes of the Meeting of Council 11 Mar 19

- 9 The minutes were approved as a true record.

### Matters Arising

- 10 Minute 203. Assets of Community Value (ACV). Cllr Murphy confirmed that a revised list had been submitted to WDC for approval.
- 11 Minute 204. Barford Bypass Northern Junction. Plans have now been produced for the improvements to the Bridge Street / Barford Bypass Junction. Much of the existing signage is being removed and decluttered with new signage planned. The current plans include the Brown Sign element for the Glebe Hotel and the JPC suggested that this ought to include the Granville and Joseph Arch. Cllr Caborn to pursue.

### Minutes of the Meeting of the Planning Committee 11 Mar 19

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

### Minutes of the Meeting of the Planning Committee 2 Apr 19

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

### Minutes of the Meeting of the Planning Committee 23 Apr 19

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

### Annual Audit

- 15 The JPC adopted the "Annual Governance Statement 2018/19 at Annex A.
- 16 The JPC adopted the "Accounting Statements 2018/19" at Annex B.
- 17 The JPC took note of the Internal Auditor's report at Annex C and approved the fee of £140.

### Cash Book Balances as at 30 Apr 19

18	The JPC took note of the following cash balances
	HSBC(1) £51,789.10
	HSBC(2) £16,900.02
	Santander £51,832.39

### Receipts and Payments

19 The JPC endorsed the following:

Date	Payee/er	Category	Total
1 Mar 19	T Merrygold	Chairman's Allowance	(481.00)
1 Mar 19	Salaries	Employment Expenses	(830.00)
4 Mar 19	Allotment holders	Allotments Rents	612.48
7 Mar 19	J V Murphy	Open Spaces Maintenance	(2.70)
10 Mar 19	MAG Consultancy	BLIS:BSC	(31.38)
10 Mar 19	T Heselton	Open Spaces Maintenance	(80.00)
10 Mar 19	HMRC	Employment Expenses	(650.00)
11 Mar 19	Salaries	Employment Expenses	(14.73)
12 Mar 19	Village Voices	Newsletter	(800.00)
12 Mar 19	Village Voices	Newsletter	(300.00)
17 Mar 19	Mimi's Designs	BLIS:BSC	(40.00)
20 Mar 19	Allotment holders	Allotments Rents	458.39
21 Mar 19	J T Window Cleaners	Bus Shelters Maintenance	(45.00)
25 Mar 19	M Hadley	Allotments Hire of Land	(125.00)
25 Mar 19	R J Smith	Allotments Hire of Land	(125.00)
26 Mar 19	Postage Costs	Postage	(20.44)
26 Mar 19	Travel Expenses	Travel Expenses	(19.44)
31 Mar 19	Administration	Office Accommodation	(64.93)
1 Apr 19	Bank Interest	Bank Interest	26.40
1 Apr 19	Salaries	Employment Expenses	(830.00)
2 Apr 19	Godfrey-Payton	Rectory Paddock	(500.00)
3 Apr 19	WALC	Subs: WALC	(562.00)
3 Apr 19	Pestforce	Allotments Maintenance	(300.00)
4 Apr 19	MAG Consultancy	BLIS:BSC	(131.22)
4 Apr 19	R Print	Printing	(14.40)
4 Apr 19	Smith (MUGA)	Maintenance	(495.00)
7 Apr 19	Severn Trent Water	BLIS:KGF	(2,393.45)
8 Apr 19	J D McDougal	Barford Memorial Hall	(908.38)
10 Apr 19	HMRC	Employment Expenses	(634.92)
12 Apr 19	HMRC	VAT	722.75
21 Apr 19	AED Locator	PAD	(58.80)
25 Apr 19	Administration	Office Accommodation	(64.93)
27 Apr 19	WDC	Precept	25,362.00

### Management Accounts as at 31 Mar 19

20 The JPC took note of the Management Accounts at Annex D.

### JPC Appointments 2019-20

21 See Annex E.

### Barford Youth and Community Centre

22 Cllr Mrs Barlow briefed the meeting:

- Grounds. The adjacent allotment has been scuffed again but is still slightly lower than the existing ground. This will be re-levelled and Ed Butlin is hoping to re - seed it later this year. There is a working party this Sunday 10 –12., Cleaning the outside of the building and tidying the hedge to Wasperton Lane are planned. All are welcome.
- Grant Applications. We have had a meeting with the BCC and Julie (Maynard) has been revising the Business Plan in line with comments and suggestions from that meeting. She is planning to submit a formal application before the end of the month.
- Local Fund Raising. Some younger parents are helping with fundraising with a Bingo evening recently that raised about £250 – (ticket money from shop estimated at present). A Ceilidh is organised in the Marquee on KGF on Saturday 22<sup>nd</sup> June. A Croquet and swimming event is planned at Sherbourne Park on July 13<sup>th</sup> We have over £40,000 in the project account at present.

- Brownies. Hilary Burville has led the Brownies for 12 years and has decided to retire. We are very disappointed that no-one has come forward to take this on. Perhaps a new hut will generate more volunteering in more pleasant surroundings.

### **King George's Field**

23 Cllr Murphy delivered the following summary:

- Barford Sports Club has appointed Cllr Gadsen as its Chairman.
- The facility is working well for user groups
- Pitch maintenance has been delayed by dry weather
- Play Area Surface Issues. Following further letters, a meeting was held with Miracle on 9<sup>th</sup> April which seem positive with the contractor accepting some responsibility and proposing some 100m<sup>2</sup> of repair. There has however been no response since, and the Clerk was instructed to make a formal request for further information about Miracle's intentions.
- An outside tap will be available soon.
- Recent good weather has encouraged many visitors but this has created a demand for additional bin emptying.
- There have been isolated examples of anti-social behaviour.

### **Annual Parish Meetings**

24 The Chairman, who had attended all three annual parish meetings, commented upon the situation in Wasperton where the three incumbent parish councillors, who have given very long and valuable service on behalf of the village, were looking for the next generation to volunteer to take on the mantle, but they were trapped in-post because none was forthcoming.

25 Cllr Metcalfe sought clarification on the cessation of an annual grant by the JPC to the three villages for churchyard maintenance. The Clerk informed the meeting that it was at the behest of the Legal Branch of the NALC which had drawn attention to the fact that the practice is beyond the powers of parish councils by virtue of the Local Government Act 1894, section 8 and which the JPC would ignore at its peril.

### **Litter Bin**

26 The JPC approved a proposal to install a litter bin close to the bus-stop near the "Granville" on Wellesbourne Road, Barford at a net cost to the JPC not exceeding £500.

### **Barford School**

27 Cllr Mrs Barlow gave a report on the Eco-Schools Award at Barford School. The JPC was impressed with the pupils' effort, and the Chairman undertook to write a letter of commendation to the pupils concerned and to the Head-Teacher.

### **Any Other Business**

28 Cllr Caborn informed the meeting that the pedestrian crossing in Bridge Street, Barford was nearing the end of its planned life and would be removed but not replaced (the replacement cost being some £60k). It was agreed that the crossing was little-used since the opening of the Barford Bypass took traffic off this route, but this gave rise to enquiries about the possibility of a new crossing over the Wellesbourne Road further south in the village. Cllr Caborn undertook to investigate.

29 He also revealed that, by an oversight, part of the full proposal for the "Sand & Gravel" consultation was omitted and that a further consultation was necessary. This was later clarified by a message from WCC:

Please find attached a notice of consultation on Policy MCS 10 – Underground Coal Gasification Warwickshire Minerals Plan 2018. Warwickshire County Council is consulting on the policy and its accompanying justification, between Tuesday 28th May 2019 and Tuesday 9th July 2019 (closing at 5pm). This policy was part of the proposed Plan approved by the Council for submission for independent examination but was unintentionally omitted from the version of the proposed Plan which was published during the consultation that took place between 31st October 2018 and 12th December 2018.

### **Closure**

30 There being no further business, the meeting closed at 8:27pm

### **Date of Next Meeting**

31 The next meeting of the JPC is to be held on Mon 10 Jun 19 at 7:30 pm in Sherbourne Village Hall.

Annex A

**Section 1 – Annual Governance Statement 2018/19**

We acknowledge as the members of:

**Barford Sherbourne & Wasperton JPC**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/05/2019

and recorded as minute reference:

Annex A

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

*[Handwritten signature]*  
*JF JOHNSON*

<p><b>Other information required by the Transparency Codes</b> (not part of Annual Governance Statement)</p> <p>Authority web address</p> <p><a href="http://www.Barford.org.uk">www.Barford.org.uk</a></p>
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## Section 2 – Accounting Statements 2018/19 for

## Barford Sherbourne &amp; Wasperton JPC

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	136,125	94,471	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	43,583	45,465	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	34,858	14,189	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,572	17,694	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	103,523	35,128	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	94,471	101,303	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	94,471	101,303	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	641,691	599,476	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 22/05/2019

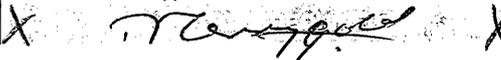
I confirm that these Accounting Statements were approved by this authority on this date:

23/05/2019

as recorded in minute reference:

Annex B

Signed by Chairman of the meeting where the Accounting Statements were approved



**Annual Internal Audit Report 2018/19**

Barford Sherbourne & Wasperton JPC

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			<input checked="" type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/4/2019

LOUISE BETH

Signature of person who carried out the internal audit

*L. Beth*

Date 26/4/2019

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Management Accounts  
As at 31 Mar 19**

<b>Executive Summary</b>		
Opening Balance 1 Apr 18	94,040	
Add Excess Income over Expenditure	6,832	
Closing Balance 31 Mar 19	<b>100,871</b>	
Designated Funds		
Barford Leisure Improvement Scheme		
King George's Field	23,311	Residue of initial grants for BLIS
Barford Sports Club	5,593	Ledger total
BLIS Sinking Fund	15,000	Provision for long-term refurbishment
Barford Memorial Hall	1,882	Ledger total
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Election Expenses (contingency)	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	Ledger total
Section 106	3,140	Reserved for specific housing developments
War Memorial Barford	470	Raised by public subscription, for this purpose only
<b>Total Designated Funds</b>	<b>53,598</b>	
<b>Total Reserve</b>	<b>47,273</b>	Closing balance 31 Mar 19 less Designated Funds
<b>Key Man Self Insurance</b>	<b>13,841</b>	75% of Clerk's costs
<b>Discretionary Reserve</b>	<b>33,432</b>	Unallocated reserve

	Budget 2018-19	Outturn 31 Mar 19	Δ£	Δ%	Comment
<b>RECEIPTS</b>					
BLIS:BSC		7,207	7,207	100%	Unbudgeted income
BLIS:KGF		450	450	100%	Unbudgeted income
VAT	1,000	2,747	1,747	175%	VAT refund BLIS
Allotments Rents	1,000	1,070	70	7%	
Bank Interest	120	283	163	136%	
Council Tax Reduction Scheme	472	472	0	0%	
Grants		179	179	100%	
Precept (WDC)	45,465	45,465	0	0%	
Wayleave	5	5	0	0%	
<b>TOTAL RECEIPTS</b>	<b>48,062</b>	<b>57,878</b>			
<b>PAYMENTS</b>					
BLIS:SF	5,000		5,000	100%	Annual £5k to sinking fund
Grants: Community Centres	4,885	3,125	1,760	36%	Barford's grant (£1760) is credited to the BMH ledger. It is not an expenditure but it does reduce the free reserve
Mowing Charges	5,950	5,005	945	16%	Summer drought, fewer mowings
Printing and Stationery	260	0	260	100%	All printing done in-house
Barford Memorial Hall		1,043	(1,043)	-100%	Unbudgeted purchase of furniture
BLIS:BSC		6,709	(6,709)	-100%	Unbudgeted expenditure
BLIS:KGF		1,462	(1,462)	-100%	Unbudgeted expenditure
Newsletter		1,100	(1,100)	-100%	New publication; help with set-up
Bus Shelters Maintenance	525	955	(430)	-82%	New roof
Allotments Hire of Land	500	500	0	0%	
Allotments Maintenance	150	0	150	100%	
Allotments Water Charges	117	301	(183)	-156%	
Audit Fees	597	620	(23)	-4%	
Barford Parish Directory		7	(7)	-100%	
Chairman's Allowance	490	481	9	2%	
Employment Expenses	17,523	17,694	(171)	-1%	
Grants: Churchyard Maintenance	1,386	1,425	(39)	-3%	
Insurance	1,782	1,784	(2)	0%	
Noticeboards		215	(215)	-100%	
Office Accommodation	761	761	(0)	0%	
Open Spaces Maintenance	5,000	5,064	(64)	-1%	
Postage	140	95	45	32%	
Rectory Paddock	500	500	0	0%	
Rural Footway Lighting	906	906	0	0%	
Section 137	100	86	14	14%	
Subs: Information Commissioner	35	35	0	0%	
Subs: SLCC	163	175	(12)	-7%	
Subs: WALC	527	560	(33)	-6%	
Training/Seminar Expenses	150	90	60	40%	
Travel Expenses	300	109	191	64%	
Venue Hire	180	132	48	27%	
War Memorial Wasperton	100	108	(8)	-8%	
<b>TOTAL EXPENDITURE</b>	<b>48,028</b>	<b>51,046</b>			
<b>NET TOTALS</b>	<b>34</b>	<b>6,832</b>			

Sorted: Difference % >15%, Difference £ >£250

## JPC APPOINTMENTS 2019-20

	Planning *	Disciplinary*	Disciplinary Appeals **	BMHMC	WDC Planning Forum%	WALC%
Cllr Mrs W Barlow	✓					
Cllr R Clay	✓					
Cllr H Gadsden		✓				
Cllr J M Hawkesford		✓				
Cllr Mrs D E Haynes	✓					
Cllr Mrs V Hunt						
Cllr G Jackson	✓	✓				
Cllr Mrs L M Jones			✓	✓		
Cllr T Merrygold	✓	✓				✓
Cllr M J Metcalfe						
Cllr J V Murphy	✓		✓			✓
Cllr Mrs R Newsome	✓		✓			
Cllr M J Sheard						
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