

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

**Minutes of the Meeting of the Joint Parish Council
held in Barford Memorial Hall on Mon 11 Nov 24**

Present:	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, B Ranner, M J Sheard, Mrs K E Thomsom
Apologies:	Cllr: P B Phillips, J Matecki
In attendance:	

Opening

102 The meeting opened at 7:30 pm.

Declarations of Disclosable Interests

103 Cllr Ranner declared an interest in Agenda Item 12 - Allotment Rents as Allotment holder.

Public Participation

104 3 members of the public attended the meeting.

Minutes of JPC Meeting 14th October 24

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

Minutes of JPC Planning Meeting 14th October 24

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

Financial Report

107.1 Cash Book Balances as at 31st October 2024

- HSBC £105,984.64
- Santander £ 76,562.58

The JPC took note.

107.2 Receipts and Payments

01 Oct 24	Santander Interest	Interest	65.52
01 Oct 24	Stripe	BSC	87.32
08 Oct 24	Wayleave	OSM	4.87
13 Oct 24	Frank Mann Farmers	KGF	-605.62
13 Oct 24	WALC	2 New Clerk courses HMD	-84.00
13 Oct 24	Playsafety Limited RoSPA	BSC	-259.20
13 Oct 24	HMRC	Employers' PAYE & NI	-2,679.27
19 Oct 24	Smith Construction	KGF	-495.00
19 Oct 24	Smith Construction	KGF	-495.00
19 Oct 24	JVM	KGF Janitorial Supplies	-24.94
19 Oct 24	DCK Payroll Solutions Ltd	Payroll Services	-51.00
21 Oct 24	BYCC Project	BYCC	-40,000.00
21 Oct 24	HSBC Charges	Bank Charges	-8.00
22 Oct 24	Employee 3	Employment Expenses Salaries	-72.80
25 Oct 24	JPC Office	JPC Office	-75.00
28 Oct 24	Employee 1	Employment Expenses Salaries	-994.40
31 Oct 24	Nest	Pension	-93.71
31 Oct 24	Smith Construction	KGF	-495.00

The JPC endorsed these transactions.

107.3 Management Accounts 30th September 24

Opening balance 2024-25	216,642	
Excess of Income over Expenditure 2024-25	(57,071)	
Closing balance 2024-25	159,571	
Designated Funds		
Barford Leisure Improvement Scheme:		
Barford Sports Club	9,588	Self funding
King George's Field	2,107	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	36,535	Includes Funding Offer W/17/0440
Provision for new mower	1,600	Purchase approved by JPC
Public Access Defibrillator	185	Current balance of donation
Total Designated Funds	112,434	
SUMMARY 2024-25		
Closing balance	159,571	
Designated Funds	(112,434)	
Discretionary Reserve	47,137	

The JPC endorsed these accounts

Barford Bus Shelter Restoration - Update

108 Cllr Sheard confirmed works are now complete, however some remedial work is required on the roof tiles of the north facing slope.

Phone Mast

109 Cllr Hawkesford met with Phil Morris who confirmed that he had found a company (ICON) who are keen to put a mast in the Barford location and had identified an area between junction 15 and the Barford turnoff which could facilitate the required 5m x 5m pad. 2 further meetings have taken place between ICON and the land owner David Smith-Ryland, however a financial agreement has not yet been reached. A further meeting is to be arranged between Cllr Hawkesford, David Smith-Ryland and ICON in the hope of making progress. It should be noted that ICON do have the option of a compulsory purchase order if necessary.

JPC Social Media Engagement Trial

110.1 Cllr Ranner presented an update

The three month trial (October to January) to test engagement levels across the three social media platforms, Facebook, Twitter and Instagram, is now underway.

The trial aims to collect information on:

- Engagement levels with the communities
- Ability of the JPC to communicate its work
- Explore the wants and needs of our community within the digital space.

To simplify the process of posting and monitoring platforms, it was recommended that a social media posting service be used at a 'free to use' trial level.

The overall initial response is positive, with feedback from the community, including pictures of village events being shared e.g. Remembrance Sunday.

Twitter has seen the least traction with only 11 followers to date. If by the end of the trial the number of followers does not improve, it may be decided to drop Twitter as a platform.

110.2 JPC Email

WALC/NALC recommend that all councillors and officers should have **.gov.uk** email addresses.

The benefits and impact of this change were discussed and whilst the change is not yet compulsory it is deemed 'best practice' and the Working Party recommends implementation as soon as possible.

At the WALC Workshop, Cllrs Murphy, Clay and Sheard attended a presentation by Parish Online, a cloud software company who specialise in producing software that improves local government efficiency and are on the Digital Cabinet Office's shortlist of Approved Suppliers. Parish Online are a 'one stop shop' for domain, website and e-mails and offer full support throughout the transitional period and as an ongoing service.

HMG are currently offering £100 towards this initial cost on a first come, first served, basis. Current projections show that funds allocated to this incentive will run out by end of February 25.

As an Approved Supplier, Parish Online will deduct the £100 incentive, plus VAT, from their set up costs.

For audit purposes, and as best practice, Cllr Murphy will obtain three quotes, however, Parish Online are confident that they will be competitive.

110.3 JPC Website

WP identified that we need to do more to reach out and engage the public and as part of this process we need to create a dedicated, modern and user friendly website.

The website should include Cllrs and Clerk/RFO details, contacts and bio; meeting dates, agendas, minutes, policies, JPC services, general parish calendar (for approved/community events) and a news/bulletin board, appropriate links and effective Village Directory.

Due to the content, the website must be kept up to date and fully maintained.

Keith Roberts had advised that whilst he does not want to build the new website as he has reduced his working commitments, he is happy to assist throughout the transitional period for which we are very grateful.

Parish Online can provide a generic website at a reasonable cost, to include uploading all information from the old website and the decommissioning of the old website.

It was previously noted that the JPC need to maintain an active presence in the 'non-electronic world' and that it would be appropriate to have a nominated JPC noticeboard where important documents, contacts, policies, agendas and minutes could be displayed.

Some of the boards across the villages needed reviewing and updating/renovating.

Suitable survey work is to be undertaken and costs of such work would be added to the forthcoming budget.

Allotments Rents

111 Allotment Rents 2025-26

For ease of reference a "Standard Plot" has an area of 150m².

Year	Rent	Note
2024-25	£39.00	Current value
2025-26	£41.60	Inflated by CPI Sep 23 (6.7%)
2026-27	£45.30	Inflated by CPI Sep 24 (1.7%) plus insurance £3.00

The CPI for September 2024 was 1.7%. It was proposed that the JPC formally adopt this as the uplift to be applied in 2026 plus an additional £3.00 to cover membership for the National Allotment Society Rent. This formula to be used going forward.

Cllr Barrott Proposed

Cllr Merrygold Seconded
Rent for 2026-27 of £45.30 adopted

S106 Funding Offer

- 112 Cllrs Murphy and Sheard are working with BYCC to formulate a satisfactory design and programme to link with the newly opened BYCC building.
Funding for the JPC Public Footpath element was previously allocated but implementation delayed due to BYCC build.
The remaining phase of the allotment path is to be resurfaced from the dog waste bin adjacent to the church allotments to the vehicle gate adjacent to Wasperton Lane.
The resurfacing is to also provide a better vehicle pull in adjacent to the gate, and will overcome the water ponding issue at this locale.

The works comprise new kerbs, drainage and tarmacadam surfacing, new vehicle gate posts, rehanging the existing vehicle gate, and resurfacing the Local Authority footpath outside the gates to suit the new levels.

The budget for the proposed is £23,617, plus VAT including a 10% contingency.
This work is the final part of our long term proposal to renew the Public Footpath W96a through to Wasperton Lane and is part of the plans to deploy the s106 Funding Offer received consequent on recent housing developments. The residual s106 funds currently sit in the Discretionary Reserve, which will be significantly depleted by this and other projects currently in hand. The future levels of Discretionary Reserve will need consideration during the 2025 budget and precept setting process.

In addition to this and to be carried out at the same time, Cllr Sheard has undertaken a design exercise to modify the works to enable 'Accessibility Requirements' to be met in respect of access to the BYCC paved area from the allotment path.
A levels survey and design solution has been established that raises up the levels of the footpath works to lessen the gradient from the allotment path to the BYCC pavers.
This variation to the works has been discussed with our Contractor, who is currently pricing the change. This variation will be paid for by BYCC.

Works are scheduled to commence w/c 2.12.24

Cllr Sheard to appraise PCC with the detail (Jonathan Partridge)

Defibrillator at BYCC

- 113 An application for funding of £2,000 has been submitted to the WCC Councillors' Grant Fund for the purchase and fitting of a defibrillator at BYCC of which we hope to receive £1000.
Paul Morris from the 'Football Dads' have pledged £500 towards the cost and there is also potential funding from Barford Relief in Need. Any residual cost would need to come from Discretionary Reserve.

AOB

- 114 Kirsty Healey had raised issues around the soil and debris blocking the River Avon just above the Barford bridge. Cllr Clay to discuss issues raised with Kirsty and report back to Cllr Murphy to decide if the JPC should consult with the Environmental Agency.
Ian Oliver had raised concern about overgrown areas on the cycle path adjacent to the A429. JPC to chase council re maintenance of the cycle path.

Works have now been completed to provide an outside tap to fill drinking water bottles at KGF.
Thanks are due to Cllr Clay for design and supply, Mr Sandy Peirson for technical assistance and Cllr Sheard for his support.

- 115 There being no further business the meeting closed at 20.50pm

Date of Next Meeting

- 116 Mon 13th January 2025