

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Meeting of the Joint Parish Council held in Barford Memorial Hall on Mon 10 March 2025

Present:	Chairman: Cllr J V Murphy Cllr: J T Barrott, J D Billingham, R Clay, J M Hawkesford G Jackson, Mrs S Jarratt, T Merrygold, B Ranner, M J Sheard
Apologies:	Cllr: H Gadsden, Mrs R Newsome, P B Phillips, Mrs K E Thomson
In attendance:	Cllr J Matecki

Opening

156 The meeting opened at 7:30 pm.

Declarations of Disclosable Interests

157 None

Public Participation

158 1 members of the public attended the meeting.

Topic raised: Proposed 20 mph speed limit

It was put forward by Mr Oliver that the proposed 20mph speed limit in Barford village was neither necessary nor desirable. Mr Oliver stated that over the last 6 years, there had been 5 notified road traffic accidents in the area, none of which had occurred in the centre of village. Traffic calming measures were already in place and this should be satisfactory.

Cllr Matecki replied that whilst a 20mph speed limit for Bridge Street, Church Street and High Street had been deemed appropriate by WCC Road Safety Team following the results of speed tests at various locations, these proposals would need to go to consultation before any decision was made.

Barford Crime Prevention

159 Police Community Support Officer Michelle Kimber and Police Constable Max Christmas attended the meeting to discuss crime prevention measures in Barford

There has been a spate of car thefts and burglaries in Barford, specifically Wasperton Lane and Dugard Place, and whilst police patrols have been increased, resources are limited. Barford, Sherbourne and Wasperton are subject to 3 evening patrols per week.

In December 24 (and again in January) PCSO Kimber circulated a questionnaire to the local residents of Barford to ask what more could be done to prevent further incidents.

The overall response was a request for CCTV on the main routes into and out of the village.

After debating the various camera options (including ANPR readers) and the most suitable locations to install surveillance equipment, Cllr Murphy requested that Warwick Police provide information on a suitable surveillance scheme, along with the cost of installation and maintenance.

PC Christmas confirmed that he will speak to Intelligence and put together a pack with potential solutions.

In the meantime, PCSO Kimber will share the results of the survey with the JPC.

Warwick Police will also provide a leaflet that can be circulated to residents advising them of preventative methods that they can take themselves to protect their property.

This useful information will be published in Village Voices and shared on Social Media.

Minutes of the JPC Meeting 10th February 25

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

Minutes of JPC Planning Meeting 10th February 25

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

Financial Report

162 Cash Book Balances as at 31st January 2025

- HSBC £58,708.25
- Santander £76,831.98

The JPC took note.

162.1 Receipts and Payments

Date	Payee	Category	Amount
01 Feb 25	Santander Interest	Bank Interest	68.12
03 Feb 25	Stripe	BSC	37.06
06 Feb 25	Frank Mann Farmers	Treatment to tennis Courts KGF	-83.34
06 Feb 25	M Sheard	S/Avon DC Planning Printing	-20.00
12 Feb 25	Barford Community	Defibrillator Donation	625.00
14 Feb 25	WaterPlus	Water Supply KGF	-90.37
14 Feb 25	EON	Electricity Supply KGF	-202.88
14 Feb 25	DCK Payroll Solutions Ltd	Payroll Services	-36.00
14 Feb 25	NALC	Training	-52.04
18 Feb 25	JT Window Cleaners	Bus Shelters	-60.00
18 Feb 25	J T Window Cleaners	Bus Shelters	-60.00
21 Feb 25	Bank Charges	Bank Charges	-8.00
23 Feb 25	Frank Mann Farmers	Treatment to tennis Courts KGF	-83.34
23 Feb 25	Employee 3	Employment Exp Salary	-104.00
24 Feb 25	British Heart Foundation	Supply Defibrillator Kit	-2,006.15
25 Feb 25	JPC Office	JPC Office	-75.00
28 Feb 25	Employee 1	Employment Exp Salary	-1,029.81
28 Feb 25	Smith Construction	Power Sweep /Vacuum KGF	-495.00
28 Feb 25	Nest	Pension	-97.38

The JPC Endorsed these transactions

162.2 Management Accounts to February 25

EXECUTIVE SUMMARY FEB 25		
Opening balance 2024-25	216,642	
Excess of Income over Expenditure 2024-25	(91,969)	
Closing balance 2024-25	124,673	
Designated Funds		
Barford Leisure Improvement Scheme:		
Barford Sports Club	9,588	Self funding
King George's Field	8,597	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		Includes Funding Offer W/17/0440
Provision for new mower		No longer required
Public Access Defibrillator		WCC Grant (further funds from football dads and BRINC)
Total Designated Funds	80,604	
SUMMARY 2024-25		
Closing balance	124,673	
Designated Funds	(80,604)	
Discretionary Reserve	44,069	

	Bdgt 24-25	Comment	YTD	FOO
RECEIPTS				
Allotments Rents	1,663	Reflects a 6.7% increase in rents	189	1,663
Bank Interest	700		669	730
BSC	2,000		990	1,200
Precept	66,963		66,964	66,964
VAT (prior year)	14,000		7,130	7,130
WCC Grant Defibrillator/Barford Community Donation			2,125	2,125
Wayleave	5		5	5
TOTAL RECEIPTS	85,331		78,071	79,817
PAYMENTS				
Allotments Hire of Land	680	5-year review. Increase to £680 from Sep 24	344	680
Allotments Maintenance	100			100
Allotments Water Supply	250		255	255
Allotments Pest Control	250			250
Audit Fees	925	External Auditor +5%. Internal Auditor +£200	778	925
Bank Charges	105		93	105
BSC	120	Website charges	259	259
Bus Shelters Maintenance	620		415	620
Bus Shelter Refurbishment	0		15,336	15,336
Chairman's Allowance	620	Indexed		620
Election costs	2,500	Incremental rise to £10k Designated Fund by 2027		2500
Employment Expenses	22,905	2% increase assumed	24,493	26,300
Footpath			25,764	25,764
Grants:BYCC	0		20,000	20,000
Grants:BYCC	0		40,000	40,000
Grants: Churchyard Maintenance	1,761	Indexed	1,761	1,761
Grants: Community Centres	4,481	Indexed	4,482	4,482
Insurance Premium	4,000	Estimate	3,932	3,932
KGF	5,000		4,113	7,500
Mowing Charges	6,919	Rolling contract reviewed 5% increase	5,488	6,919
Newsletter	2,881	Agreement to track CPI	3,200	3,200
Office Accommodation	960	Indexed	850	925
Open Spaces Maintenance	5,000	OSM Designated Fund provides BYCC £40k grant	1,607	3,000
Pest Control (OSM)	300		210	300
Postage	80	Predominantly for sending allotment contracts	90	90
Printing and Stationery	20		130	130
Public Access Defibrillator			2,006	2006
Public Clock Maintenance (PCA 1957, ss2&6)				0
Rectory Paddock	500	Fixed annual charge	938	938
Section 137	25	Remembrance wreath	20	25
Subsidiary Powers LGA72 s111 Total	0		1,446	1450
Subs: SLCC	188		190	190
Subs: WALC	710		736	736
Training and Seminar Expenses	200		262	262
Travel Expenses	80			80
Venue hire	0		23	23
War Memorial Wasperton	124		124	124
TOTAL PAYMENTS	62,304		159,346	171,787
Difference:	23,028		-81,274	-91,969

The JPC endorsed these accounts

Cllr Murphy had raised two queries:

BSC Website chgs – Budget set at £120, FOO increase to £259 Clerk to supply breakdown of costs.

KGF FOO Budget set at 7,500 which seems high – Clerk to analyse costs.

Phone Mast

- 163 Update from Cllr Hawkesford –
Rental negotiations are still ongoing between the landowner, David Smith-Ryland, and ICON, the company supplying the phone mast.
Despite an agreement not yet being reached the phone mast application is still going ahead.

Cllr Hawkesford to keep the JPC informed of progress.

JPC Social Media

- 164 The JPC is to formulate an Editorial Policy to be followed by Cllrs who wish to post content on social media .
Cllr Ranner to present the first draft at the JPC meeting in May.

JPC Social Media Budget

- 165 3 items of paid content on social media were used to raise awareness of the key issue of SWLP at a total cost of £50. This investment resulted in 75,000 hits.
Cllr Murphy proposed that the JPC trial a 12 month budget of £50 per month for paid content.
Agreed by JPC

JPC Email/Website – Supply and Maintenance of .gov.uk domain

- 166 At the February JPC meeting, councillors were supplied with quotations from 3 companies selected from the central government approved supplier list to supply and maintain the .gov.uk domain for Barford, Sherbourne and Wasperton JPC.
The JPC unanimously agreed that Parish Online were the preferred supplier.
Cllr Merrygold raised the question over who would own the domain name – Clerk to investigate.

Defibrillator at BYCC

- 167 The defibrillator has been installed at the BYCC and is fully up and running.
Cllrs Barrott and Ranner agreed to organise a rota to perform regular checks on the equipment.

SWLP – Preferred Options Approved for Consultation

- 168 Cllr Barrott confirmed that the JPC response to the Preferred Option version of the South Warwickshire Local Plan (2050) for the combined areas of Warwick and Stratford on Avon District Councils had been submitted.
The JPC thanked Cllrs Barrott and Sheard for their hard work in preparing this submission.

Quote for Removal of Moss at Tennis Courts Barford

- 169 Quote from Frank Mann Farmers Fencing and Landscaping for removal of treated moss at tennis courts in Barford.
Supply equipment & operator using Westermann professional moss brush to remove sprayed off moss from tennis courts & hard surface areas. All loose material will be blown off hard surface areas.
Initial works - £295 + VAT
JPC Agreed

Contract Renewal for KGF Energy

- 170 The 12 month fixed rate E.on energy tariff is up for review.
We are currently paying:
25.8 per kWh
56.00p per day standing charge
Octopus Energy offer an extremely competitive fixed rate tariff and are an established supplier with excellent reviews.
Their current 1 year fixed rate tariff is:
24p per kWh
54.87 per day standing charge
Based on our latest quarterly E.on energy bill, the Octopus tariff would offer a saving of £10.91
The Clerk recommended transferring supplier to Octopus Energy
JPC Agreed

Draft JPC Resilience Policy

- 171 Cllr Barrott presented the JPC Resilience Policy
Appendix 1
JPC Adopted

Draft Emergency Resilience Plan

- 172 Cllr Barrott presented the Draft Emergency (Resilience) Plan.
Cllr Sheard questioned if the defibrillators should be added to the Response Assets. This was deemed not necessary, however the JPC asset register should be updated with defibrillators – Clerk to action
High Vis tabards to be added to the Response Assets – Cllr Barrott to action.
The Draft Emergency (Resilience) Plan to be reviewed and updated annually – Clerk to diarise
JPC Adopted
NB: Due to the confidential/personal nature of the content of the Draft Emergency (Resilience) Plan it should not be in the public domain, but will be circulated to the JPC members, solely for their information in times of emergency.

AOB

- 173 Cllr Ranner proposed that the Joint Parish Council look to form a ‘Youth Advisory Board’ to seek the views and engagement of young people who live in our communities.
Target would be 12 – 18 year olds (secondary school pupils), with a push for recruitment focused on those wanting to gain experience in citizenship and community activity (e.g. Duke of Edinburgh Award, GCSE Citizenship/ Sociology, etc.)
Cllr Ranner will present a full paper on the proposal at the May JPC.

- 173.1 Cllr Merrygold made the JPC aware that Sherbourne Residents Association will be raising a petition as a result of speeding in the village.

Closure

- 174 There being no further business the meeting closed at 20.45pm.

Date of Next Meeting

- 175 Mon 12th May 2025

Resilience

BARFORD, SHERBOURNE & WASPERTON JOINT PARISH COUNCIL POLICY

RESILIENCE: BARFORD, SHERBOURNE & WASPERTON JOINT PARISH COUNCIL
POLICY

BACKGROUND STATEMENT

Our Resilience Policy is a foundation document for the Joint Parish Council to ensure that we can offer support to our communities in the event of any severe disruption or emergency. The aim being to return to a new normality in conjunction with the supporting agencies.

An effective resilience policy for the JPC will ensure we are:

- Aware of the risks we face;
- Are prepared that where a disruptive event or sudden emergency does occur, that
 - We have a plan in place to respond, to communicate and liaise with colleagues, the emergency services and other agencies to enhance the response and to increase the mitigation processes where possible
 - We are able to integrate our response, recovery and business continuity processes to ensure we have the ability to recover
 - We establish a coordinated management framework during and out of normal business hours
 - We have identified, in conjunction with local agencies, those risks we believe will have the biggest impact on our communities in order to direct our response and local, albeit limited, assets appropriately.

Whilst we can take a risk assessed approach in preparing for potential disruptions, incidents can rarely be predicted. What we can do is to focus our response plan on the consequences of a disruption or emergency rather than the cause.

Common consequences of a disruption can include everything from a loss of one or more of our utilities through to a sudden emergency event within the parish areas, or a longer-term public health event. The key to resolution of any disruption being effective management and good communications.

Our plan framework is to provide us with a basis for the management and delivery of our assets in a disruption of any scale. This is to ensure that the emergency and other supporting services are assisted in deciding what may be the most vulnerable areas within communities, and we have a voice in the priorities of such support where appropriate.

The membership of the JPC is responsible for the efficacy of our resilience framework, and embedding the plans and processes and defining their initial roles and responsibilities within the plan.

Preparation, good communication and clear roles and responsibilities are vital to the success of any response to a disruption. It is essential that we maintain an active part in the development of our plan.

The government national resilience framework, which supports the joint agency and emergency services working arrangements, places an expectation on all those who may be involved in any major disruption to have a resilience framework which will integrate with any joint agency emergency response.

Chair

Joint Parish Council

RESILIENCE FRAMEWORK

THE 'MINOR DISRUPTION'

This occurs on a more frequent basis than major emergencies or disruptions and requires management through monitoring to minimise impact and keeping awareness of possible escalation.

THE 'RISING TIDE' DISRUPTION

This is where a potential event or disruption is recognised as having the capability to increase in scale, duration and impact and where we have decided to monitor the situation and associated risks, and to respond before the disruption escalates.

THE 'SUDDEN IMPACT' DISRUPTION

This occurs without warning and escalates very quickly into a situation where resources and management are required immediately to support whatever response has been identified.

OUR APPROACH TO RESILIENCE

Resilience is our ability to anticipate, respond, adapt and recover from any emergency or other disruptive event. It has several components:

ANALYSING THE RISKS

In order to anticipate and mitigate the consequences of disruptions, we need to be capable of reviewing our local risks in conjunction with the county risk register and develop an understanding of both the direct and the indirect consequences in advance where possible.

PREPAREDNESS

Those members that may have to respond to disruptive events need to be properly prepared, including having clarity of roles and responsibilities, response arrangements and rehearsing / testing response arrangements periodically.

PLANNING AND RESPONSE

The response comprises of two closely related overlapping challenges, which are:

- The main disruption management response – defining and awareness of the immediate effects
- Consequence or impact management – Where we can assist in a mitigation process with the supporting agencies that we have basic advice and knowledge available to pass to those agencies where necessary

KEY PRINCIPLES - COMMUNICATION

Effective communications need to function at all levels to ensure dissemination of information.

COORDINATION

Cooperation and coordination at our planning level is based on mutual trust and understanding and will facilitate information sharing and deliver effective solutions to arising issues in any disruption.

POSSIBLE RISKS

Can include:

- Large scale fires, long term severe weather, flooding or other events which cause casualties, denial of access and/or loss of property
- Widespread or prolonged loss of utilities
- Widespread health emergencies including pandemics
- Significant IT failure including broadband

It should be noted that the above risks are unlikely to be experienced on a singular basis but will often combine in a detrimental way to affect our communities. Our ability to assess the scale, duration and impact is fundamental to the ability to prioritise our response.

BUSINESS CONTINUITY PLANNING

The aim and purpose of a “Business Continuity Plan” should be grounded within our existing functions and familiar ways of working. It requires us to recognise that there is a need to adapt some arrangements to ensure a joined-up response and management of disruptions.

This would likely involve schools, village shops, citizens interest groups and their meeting locations, church and associated religious support activity, and all other functions which will assist in the restoration of community cohesion and moral.

MEDIA COORDINATION

In a major emergency or widespread disruption of events, the Media impact can be overwhelming, intrusive and highly disruptive to our community. It is essential that the community voice is heard and included in any coordinated response by the emergency services and supporting agencies. Failure to be included or consulted in any coordinated media response can result in long term damaging impacts. The JPC is to ensure that such consultation and input is acknowledged by the response agencies' joint Media Coordination Team.

ROLES AND RESPONSIBILITIES

The Chair is responsible for:

- The Resilience Policy Statement and associated plan.
- Chairing the JPC Resilience response team including the appointment of a Deputy
- Control and coordination of limited assets

Members are responsible for:

- Identification of Risks
- Supporting the response plans
- Being 'seen' to be active within the community, wearing high visibility gilets where necessary with Parish Council titles visible
- Functional responses including managing and tasking of volunteer networks, liaison functions, advice on viability of access to response locations such as rest centres, water distribution locations etc
- Communications within the community
- Assisting with Business Continuity Planning for critical activities and community sites (School, Church, Village shops,
- Plan reviews and testing
- Awareness training
- Liaison with support services and agencies
- Annual review of the resilience framework and supporting documents gaining assurance that the arrangements are up to date, and fit for purpose