

**BARFORD SHERBOURNE & WASPERTON JOINT  
PARISH COUNCIL**

**Minutes of the Annual Meeting of the Joint Parish Council  
held in Barford Memorial Hall on Mon 13 May 24**

<b>Present:</b>	Chairman: Cllr J V Murphy Cllr: J T Barrott, J D Billingham, R Clay, J M Hawkesford, Mrs L M Jarratt, T Merrygold, Mrs R Newsome, P B Phillips, B Ranner, M J Sheard, Mrs L A Wallis,
<b>Apologies:</b>	Cllr, H Gadsden, Mrs L M Jones, Mrs. K E Thomson,
<b>In Attendance</b>	Sarah Brooke-Taylor WRCC

**Opening**

6 The meeting opened at 7:30 pm

**Declarations of Disclosable Interests**

7 Cllr Clay declared a personal interest in the item about the Barford Church clock, in that sometime he had been responsible for its maintenance

**Election of Chairman of the Council for 2024-25**

8 Cllr J V Murphy was elected

**Election of Vice-Chairman of the Council for 2024-25**

9 Cllr J T Barrott was elected

**Housing Needs Survey**

10 The JPC received a briefing by Sarah Brooke-Taylor WRCC, Rural Housing Enabler, updating the Housing Needs Survey which is now 5yrs old and in need of renewal. The format would be very similar to previously and cover the three parishes. The basic questions could not be reduced but could be elaborated and other elements could be considered, such as the need for downsizing and age-related housing. It is proposed that the questionnaire be refined and distributed in September with a three week return period.

**Public Participation**

11 No members of the public attended the meeting.

**Delegation of JPC Powers**

12 RESOLVED: That the JPC delegates to the Proper Officer all its legal powers, save for those reserved to the full council. In the exercise of this prerogative, the Proper Officer will be guided by the Chairman of the JPC or the Vice-Chairman or both.

**Minutes of the Meeting of Council on 11 Mar 24**

13 The minutes were approved as a true record.

Matters arising:

Minute 162. Clarification on the JPC's responsibilities was sought with regards to Public Liability insurance for individual plots and plot holders. Cllr Ranner volunteered to explore the option of membership of the National Allotment Association.

**Minutes of the Special Meeting of Council on 2 Apr 24**

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

**Minutes of the Meeting of the Planning Committee on 11 Mar 24**

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

**Minutes of the Meeting of the Planning Committee on 2 Apr 24**

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

**Minutes of the Meeting of the Planning Committee on 29 Apr 24**

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

## JPC Appointments for 2024-25

18

	Plann Disciplin g	Disciplin ary Appeals	Disciplin ary Appeals	BM	HMC	WALC	Working Part y	Emergency
<i>Composition</i>	6+2+2*	4*	5**	1	2	7*		
Cllr J T Barrott	√		√			√		√
Cllr J D Billingham	√							√
Cllr R Clay	√		√					√
Cllr H Gadsden	√							√
Cllr J M Hawkesford		√						
Cllr G Jackson								
Cllr Mrs S Jarratt	√							
Cllr Mrs L M Jones								
Cllr T Merrygold	√		√					
Cllr J V Murphy	√	√				√		√
Cllr Mrs R Newsome	√		√					
Cllr P B Phillips								√
Cllr B Ranner		√		√				√
Cllr M J Sheard	√		√					
Cllr Mrs K E Thomson								
Cllr Mrs L Wallis	√	√						

## Financial Report

### 19 Cash Book Balances as at 31 Mar 24

- HSBC £140,478.47
- Santander £76,163.76

The JPC took note

### 20 Receipts and Payments

Date	Payee	Category	Total
			(115.20)
01 Mar 24	Powerscribe	BSC	
02 Mar 24	Plot 8	Allotments	39.00
02 Mar 24	Plot 12	Allotments	39.00
02 Mar 24	Plot 20.5	Allotments	33.28
			143.77
02 Mar 24	Stripe	BSC	
05 Mar 24	Plot 10	Allotments	39.00
05 Mar 24	Plot 6B	Allotments	39.00
05 Mar 24	Plot 19	Allotments	39.00
04 Mar 24	Plot 11A	Allotments	39.00
04 Mar 24	Plot 2	Allotments	39.00
07 Mar 24	Plot 20D	Allotments	39.00
10 Mar 24	Plot 21A	Allotments	39.00
12 Mar 24	Plot 1	Allotments	39.00
			(140.00)
15 Mar 24	Smith	Allotments Ground Rent	
			(140.00)
15 Mar 24	Hadley	Allotments Ground Rent	
			(140.00)
14 Mar 24	Plot 20.4	Allotments	33.28
			(978.18)
16 Mar 24	Salaries	Employment Expenses Salaries 12	
17 Mar 24	Plot 11B	Allotments	39.00
17 Mar 24	Plot 15	Allotments	39.00

17 Mar 24	Plot 16	Allotments	39.00
21 Mar 24	HSBC	Bank Charges	(9.50)
20 Mar 24	Plot 21B	Allotments	52.00
23 Mar 24	Plot 22B	Allotments	52.00
25 Mar 24	Administration	Office Accommodation	(75.00)
23 Mar 24	Plot 26	Allotments	52.00
01 Mar 24	Santander	Bank Interest	62.95
23 Mar 24	Cool Breeze	s137	(873.00)
25 Mar 24	Clerk	Administration	(49.37)
26 Mar 24	Plot 20.2	Allotments	33.28
25 Mar 24	Clerk	Administration	(75.81)
27 Mar 24	Water Plus	KGF	(67.89)
28 Mar 24	Plot 22A	Allotments	53.00
31 Mar 24	BMH	KGF	(996.00)
31 Mar 24	Santander	Bank Interest	67.35

The JPC endorsed these transactions

## 21 Management Accounts

		Income	Expenditure	Reserve	Notes
Opening Balance	01-Apr-23			220,156	Cashbook 2023-24
Income	Apr 23-Apr 24	82,053		302,209	Cashbook 2023-24
Expenditure	Apr 23-Apr 24		85,567	216,642	Cashbook 2023-24
Promissory Notes	BYCC		20,000	196,642	Grant towards completion of the centre
Contingency:	Barford Sports Club		9,020	187,622	Self-funding
Contingency:	King George's Field		6,606	181,016	Third-party grants for maintenance
Contingency:	Sinking Fund		40,000	141,016	Long-term support of leisure facilities
Contingency:	Barford Telephone Kiosk		200	140,816	Barford Heritage Group bond for costs
Contingency:	Barford War Memorial		470	140,346	Raised by public subscription
Contingency:	Key Man Insurance		16,050	124,296	Self-insurance - non-availability of Clerk
Contingency:	Neighbourhood Watch		100	124,196	Current balance
Contingency:	Public Access Defibrillator		185	124,011	Current balance of donation
Contingency:	Provision for new mower		1,600	122,411	Purchase approved by JPC
Contingency:	s106 2016		3,140	119,271	s106 grant yet to be used
Contingency:	Election Costs		2,600	116,671	WDC advice to make this provision
Use or Return	Open Spaces Maintenance		38,425	78,246	Unspent part of s106 grant from WDC

The JPC took note

## JPC Calendar of Meetings 2024-25

22	Mon 10 Jun 24	Mon 11 Nov 24
	Mon 8 Jul 24	Mon 13 Jan 25
	Mon 9 Sep 24	Mon 10 Feb 25
	Mon 14 Oct 24	Mon 10 Mar 25

## Annual Internal Audit Report

23 The JPC took note.

## Annual Governance Statement

24 The JPC approved the statement.

## Accounting Statements

25 The JPC approved the statements.

### **Barford Church Clock**

26 With the relaxation of constraints on the funding some church activities by parish councils, the Barford Parochial Council has made a request for the JPC to take over the running contract it has for the maintenance of the Barford Church clock. The latest invoice (dated 19/12/23) had been provided. The JPC was to consider whether to take on this obligation.

The chairman reminded the council that with the recent House of Lords decision it was now permissible for PCs to fund church activities subject to there being some clear benefit to the general public. Church clocks were seen as possible subjects of such funding. Advice received from NALC however cautioned against assuming responsibilities which might escalate or be ongoing, with significant cost implications. Examples with financially disastrous consequences had been cited.

There followed a robust debate with the whole spectrum of opinions ranging from no support to more sympathetic approaches. There was no consensus to accept full future responsibility for the clock maintenance contract, or the clock's maintenance *per se*. There was also concern that this specific request was for retrospective funding which is not usually acceptable.

It therefore was resolved that whilst there was some sympathy for such funding it was felt inappropriate on this occasion, however future consideration would be given to such a request, received in a timely manner and subject to the caveat that any funding granted did not imply future commitment or set precedent.

### **JPC Tech & PR Working Party**

27 It was resolved to establish a small Working Party to investigate the possibilities of improving the JPC's PR and Technological activities, which would extend to email, websites, social media and possibly beyond. Mr Keith Roberts who had provided and supported the current Barford Community Website had agreed to liaise with and support the JPC in this endeavour, where possible and/or desired. The WP would consist of Cllrs Mrs Wallis, Hawkesford, Murphy and Ranner. Findings and recommendations to be reported to full JPC before any actions were initiated.

### **Barford Bus Shelter**

28 In preparation for the meeting Cllr Sheard had issued this report:

Following on from my report of 23 April, I now write with further developments. The roofing contractor employed (SRS) has removed the defective guttering and has scraped the moss from the existing tiles. The painter has applied one coat of paint to the ceiling and has painted the rafter feet and fascias. On removal of the moss it is apparent that the front elevation (Wellesbourne Road) is in particularly poor condition, with many dislodged and broken tiles and the hips tiles (or bonnets) are mainly broken (they need mechanical fixing by nailing their top as well as the subsequent pointing up with cement). The part of the clay bonnet that receives the nail is broken in the majority of the tiles. A number of tiles were then removed to inspect the condition of the tiling battens and the felt. Both are seen to be somewhat rotten. The plaster ceiling is stained where the roof has been leaking. Accordingly the roofing contractor was asked to quote for repairing the roof with good second-hand or new tiles, with new felt and battens and new hip bonnets. His revised price for moss removal, gutter replacement, replacement felt and battens and new Redland roof tiles and bonnets has been received at £14500 plus VAT. You will recall that his original price was £2450 plus VAT, albeit for the moss removal, minor tile repairs, and new guttering. The Contractor was not keen on reusing the existing tiles where possible, and is the reason he has priced new Redland clay tiles. The writer and our Chairman were not happy with the price tendered, nor the potential for opening up a "Planning" discussion with the local authority, owing to the use of new tiles. In light of this we have been talking to a local roofing contractor, Messrs D H Roofing, who met the Chairman and I on site last week.

DH have suggested removal of all tiles and disposal of the broken ones, then re roofing the bus shelter with new battens and felt and using the existing tiles where possible, and supplementing them with purchased second hand tiles of the similar colour and appearance as the existing. He has included for new guttering as before, all scaffolding, waste removal etc.

His price is £8780

I have therefore firstly agreed with SRS Roofing that we will pay them for the works completed to date and that we can possibly change contractors for the re roofing as described above.

The Painting contract is unaffected.

The financial position is as below:

The JPC has authorised £4000 plus the VAT on the roofing works and painting works.

The original contract works amount to £3442 (plus VAT). Roofing being £2450 plus VAT and painting being £992 (No VAT)

We allowed approximately 23% contingency on the roofing works (£558)

The anticipated revised costs are as follows:

Painting as before £992

SRS work in cleaning down and gutter removal £900 agreed with SRS to terminate their contract

DH roofing tender £8780

Allow for anti rot treatment to existing rafters (spray/paint) say £150

Allow for footpath restriction permit while works are completed say £200

Total contract works anticipated £11022.plus VAT

However, we don't know if there are any problems with the timber rafters, and wont know until the roof covering is stripped back, and therefore I am identifying a further sum as a contingency against rafter replacement.

Say £2000

Total authority requested £13022

Authority already achieved £4000

Additional authority requested £9022, (dependent upon the state of the existing rafters)

Taking that as its guide the JPC approved the allocation of a further £9,022 net of VAT for the project.

### **Staffing Working Group**

29 The Chairman reported that the WP had met and initiated a recruitment campaign. The vacancy had been advertised across the Courier and Herald series of newspapers and their associated online versions and websites, also in the WALC Weekly Update email and through the WDC and WCC staff circulars. The JPC had received a response of 30 expressions of interest which had translated to 8 full applications, and on to five shortlisted for interview. It was hoped that an appointment could be made within the week and that a start date of early June could be achieved to give a significant induction/transition period before the current Clerk/RFO retires at the end of August.

It was also recommended that PAYE and Pension arrangements should be outsourced for the new employee and it was hoped that the Internal Auditor would continue to support the JPC with the new RFO.

### **Closure**

30 There being no further business the meeting closed at 9:00pm.

### **Date of Next Meeting**

31 Mon 10 Jun 24