

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Barford Memorial Hall on Tuesday 20th September 2005

Present: Cllr J V Murphy (Chairman)
Cllr R Clay, Cllr Mrs M A Hayward, Cllr K S Hope, Cllr R G Mulgrue, Cllr W Worrall,
Cllr Mrs A Gordon, Cllr G P Grima, Cllr Mrs J A Jackson, Cllr G G Morris, Cllr Dr M J
Metcalf, Cllr G F Smith, Cllr J T Wright, Cllr L Caborn,
Apologies: Cllr M P Byerley, Cllr S G Starkey, Cllr R G Butler, Cllr Mrs Sawdon

Opening

- 119 The meeting opened at 7:30 pm
- 120 Apologies for absence were noted.
- 121 The Chairman reported with sadness the death of Peter Webb, Chairman of the Barford Parish Plan Committee and previously a JPC member for some years.
- 122 The Chairman welcomed Cllr Dave Shilton, Chairman Warwick District Council, who addressed members on planning issues and licensing and made an appeal for charitable assistance with the funding of the medical evacuation helicopter which needed £1.5m to allow it to operate for 24 hours per day as opposed to its current 12.

Declarations of Personal and Prejudicial Interests

- 123.1 Cllrs Mrs Hayward, Mulgrue and Murphy; personal interest in the item on the Barford Parish Plan
- 123.2 Cllr Wright; personal interest in the item on JPC Meeting Dates 2006-7

Representations by Members of the Public

- 124 Two members of the public were present. Neither spoke.

Matters for the Constabulary

- 125 The Clerk reported that he had invited Inspector Woodcock to send a police representative to the meeting, but had received no response.
- 126 There was general concern about the continued absence of a police presence in the villages and examples of behaviour ranging from the anti-social to the criminal were quoted in justification for maintaining pressure on the police to appoint a CBO. (See also Minute 148).
- 127 Cllr Shilton said that he received this information with dismay but, alas, the three villages were not unique in their plight, their experience was the rule rather than the exception. He recommended a forceful approach in order to achieve progress:
- The Chairman should write to the new Assistant Chief Constable in charge of community policing to make him aware of the situation in the villages.
 - He should also contact Peter Cutts, the officer in charge of community safety at WDC, and make the same point to him
- 128 It was thought that in the inter-regnum between CBOs a PC at Warwick held a watching brief over the villages. The Clerk was instructed to obtain his telephone number and circulate it to members.

- 129 The Clerk reported that the Bylaws had received the approval of the Secretary of State and would come into effect on 4th October 2005. The Chairman was hopeful that these would provide a framework for the maintenance of good order in Barford and serve as an aid to the police. Some members were sceptical that they would have any impact.

Minutes of the Meeting of Council 19th July 2005

- 130 The minutes were accepted as a true record.

Matters Arising

- 131 Minute 99 et seq. Concern was expressed over the apparently slow progress in restoring the post office facilities in Barford. There was detailed and animated discussion about the best way to expedite it, but the consensus was that the Contact Group (Cllrs Hope, Mulgrue and Worrall) should be reactivated and charged with consulting the proprietor over his plans and their timing.
- 132 Minute 103.4. Work had been completed on the skateboard area, but unfortunately the glue had failed and it would have to be repeated.

Minutes of the Meeting of Council 9th August 2005

- 133 The minutes were accepted as a true record. There were no matters arising.

Minutes of the Meeting of the Planning Committee 19th July 2005

- 134 The minutes were accepted as a true record. There were no matters arising.

Minutes of the Meeting of the Planning Committee 9th August 2005

- 135 The minutes were accepted as a true record. There were no matters arising

Minutes of the Meeting of the Planning Committee 22nd August 2005

- 136 The minutes were accepted as a true record. There were no matters arising.

Reports from Representatives Appointed to Serve on Other Bodies

- 137 Cllr Morris gave a verbal report on the proceedings of the Sherbourne Annual Parish Meeting.
- 138 Cllr Clay briefed members on the content of a symposium he had attended in Stratford-upon-Avon dealing with future planning structure and also with parish plans.

Cash Balances as at 31st August 2005

- 139 Members took note of the following cash balances:

	Reconciled	Cash Book
HSBC	£4,626.96	£3,267.92
Alliance & Leicester	£20,053.39	£20,053.39
Total	£24,680.35	£23,346.31

Receipts and Payments

140 Members endorsed the following:

Date	Cheque	Payee	Category	HSBC		Alliance & Leicester	
				Debit	Credit	Debit	Credit
5 Jul 05	101478	Prontaprint	08 Printing and stationery	48.18			
5 Jul 05	101479	MFM Services	01 Mowing charges	165.00			
7 Jul 05	101480	Warks Trg Partnership	08 Training and Seminar Expenses	20.00			
19 Jul 05	101481	Leamington Courier	08 Advertising and publicity	85.78			
19 Jul 05	101482	Warks Trg Partnership	08 Training and Seminar Expenses	80.00			
19 Jul 05		HSBC	09 Interest		3.66		
20 Jul 05	101483	V T Technology	01 Skateboard ramps noise reduction	424.41			
31 Jul 05	101484	J F Johnson	08 Travel	55.55			
31 Jul 05	101485	J F Johnson	08 Postage	32.04			
29 Jul 05	SO	Inland Revenue	08 Employment Expenses	304.77			
29 Jul 05	SO	J F Johnson	08 Employment Expenses	633.24			
29 Jul 05	SO	J F Johnson	08 Office Accommodation	42.95			
30 Jul 05		Alliance & Leicester	09 Interest				53.39
3 Aug 05	101486	MFM Services	01 Mowing charges	155.00			
3 Aug 05	101487	Prontaprint	08 Printing and stationery	53.51			
3 Aug 05	101488	S&D Window Cleaners	02 Repairs and maintenance	60.00			
11 Aug 05	101489	UK Fitness Supplies	01 General repairs and maintenance	14.99			
12 Aug 05	101490	Find me a gift	08 Printing and stationery	4.95			
17 Aug 05	101491	Viking Direct	08 Printing and stationery	13.14			
19 Aug 05		HSBC	09 Interest		0.47		
31 Aug 05	101492	J F Johnson	08 Travel				
31 Aug 05	101493	J F Johnson	08 Postage				
31 Aug 05	SO	Inland Revenue	08 Employment Expenses	304.77			
31 Aug 05	SO	J F Johnson	08 Employment Expenses	633.24			
31 Aug 05	SO	J F Johnson	08 Office Accommodation	42.95			
31 Aug 05	101494	MFM Services	01 Mowing charges	165.00			

Barford Parish Plan (BPP)

141 Members received a briefing from Cllr Mulgrue on the BPP Action Plan. He drew to their attention the need for the JPC to integrate some of its decision-making with that of the BPP Committee. To that end, and with the agreement of members, the Chairman proposed the formation of a working party comprising the Barford councillors to deal with these matters ad hoc, reporting all recommendations back to the JPC where decisions were required.

JPC Meetings 2006-7

- 142 Subject to the availability of venues, it was agreed that the JPC meetings for 2006-7 should be:

Date	Meeting	Location
Mon 8 May 06	JPC Annual	Barford
Mon 12 Jun 06	JPC	Sherbourne
Mon 10 Jul 06	JPC	Wasperton
Mon 11 Sep 06	JPC	Barford
Mon 9 Oct 06	JPC	Sherbourne
Mon 13 Nov 06	JPC	Wasperton
Mon 8 Jan 07	JPC	Barford
Mon 12 Feb 07	JPC	Sherbourne
Mon 12 Mar 07	JPC	Wasperton

Risk Management

- 143 RESOLVED that the Risk Management document at Annex A to these minutes be adopted as the policy of the JPC.

Any Other Business

- 144 The Barford Relief in Need Charity's governing document places an obligation on the JPC to nominate trustees. There was now a vacancy and the necessary action would be taken to identify volunteers for the post with the aim of confirming the nomination at the next meeting of the JPC.
- 145 The public enquiry on the Oldham's Site project will take place in Leamington Spa starting on 7th March 2006. It was agreed that the JPC should submit both oral and written representation and a working party comprising Cllrs Byerley, Clay, Hope, Mulgrue and Murphy was created to prepare them.
- 146 The Chairman distributed a copy of the publication "Local Works" and asked members to give their reaction to it at the next meeting of the JPC.
- 147 The Chairman reminded members of the Bishops Tachbrook Electoral [Panel](#) which was scheduled to meet in the Barford Memorial Hall at 7:30pm on 5th October 2005 to discuss community safety.
- 148 Cllr Caborn said that he understood a new CBO (PC Emma Matthews) had been appointed.
- 149 Cllr Worrall drew attention to the continued parking by cars on the footpath on Wellesbourne Road.
- 150 In response to a question from Cllr Worrall, Cllr Byerely said that a program of works to bring the allotments back to a reasonable state was planned.
- 151 Cllr Wright reported bad traffic congestion in Bridge Street, Barford. There is no obvious solution because the cause is a vehicle parked on the roadside legally.
- 152 Cllr Wright advised that the illuminated speed indicating sign on the approach to Barford from Wasperton had been damaged.
- 153 Cllr Caborn had received a questionnaire/consultation on aspects of the landscape design for Barford Bypass. It was agreed that if the JPC received a similar document it would be considered in committee, but that if the document was personal to Cllr Caborn the Barford Bypass Liaison Group would be activated to help him to respond.

154 The Chairman spoke in appreciation of Cllr Morris's contribution to the JPC over so many years and wished him well after his resignation. These sentiments were endorsed by Cllr Mrs Gordon. In reply Cllr Morris thanked his colleagues for their friendship and collaboration and reciprocated the good wishes he had received.

155 There being no further business the meeting was closed at 9:25 pm

Date of Next Meeting

156 The next ordinary meeting of Council is on Tuesday 18th October 2005 at 7:30 pm in Sherbourne Village Hall.

**ANNEX A
TO JPC MINUTES
20 SEP 05**

RISK MANAGEMENT

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
1	Financial shortfall	Inability to finance: <ul style="list-style-type: none"> • emergency events • contractual obligations • running costs 	1	3	3	Accurate budget setting Accurate precept request Adequate reserves Monitor reserve allocation Monitor general expenditure
2	Inadequacy of precept	Inability to provide services and carry out functions without draining reserves Depleted reserves leave no funds for contingencies	1	3	3	Adequate financial planning Ensure sufficient reserves for contingencies Scrutiny of cash flow against budget
3	Failure to use grants for intended purpose	Lack of funds for the intended purpose Vulnerability to having to refund s137 expenditure	1	2	2	Maintain clear record of expenditure decisions Once allocated, funds to be ring fenced Monitor expenditure regularly Keep separate record of s 137 expenditure
4	Inadequate financial records	Account not capable of being prepared for audit Possible cash flow difficulties Risk of financial shortfall	1	3	3	Ensure Financial Regulations are current and that they are observed in full
5	Council members inadequately briefed or poorly advised	Decisions may at best be non-optimal and at worst <i>ultra vires</i>	1	3	3	Timely information to members to be provided Committee papers to be comprehensive and well-researched
6	Loss of key staff	Failure of budgetary controls Backlog of correspondence Service provision reduced	2	3	6	Clerk's contract has long notice period Files well documented and cross referenced for easy

						assimilation Experience of council members available for short-term emergency
7	Electors' right of inspection denied	Loss of public confidence and respect Action against councillors	1	2	2	Clear Standing Orders Documented procedures to deal with enquiries Minutes available to public
8	Poor document control	Information not passed in a timely manner Deadlines missed	2	2	4	Clear Standing Orders Clear job descriptions Maintain accurate and up-to-date task list
9	Non-compliance with law: <ul style="list-style-type: none"> • Health & Safety • Equal opportunities • Data protection • Human rights • Disability discrimination • Employment 	<ul style="list-style-type: none"> • Fines and penalties • Action for negligence • Action for grievance • Loss of reputation • Action for disregard • Employment tribunal awards 	1	3	3	Clear policies and procedures Regular review of current law
10	Non-provision of services	Loss of reputation Poor public image	1	3	3	Clear Standing Orders Regular scrutiny of procedures
11	JPC acts <i>ultra vires</i>	Illegal expenditure or actions	1	3	3	Clerk to ensure that all decisions made by the JPC fall within the legal powers of parish councils or within Section 137
12	Failure to report JPC business in a timely, accurate and proper fashion	Confusion and misunderstanding resulting in actions and expenditure not reflecting the JPC's intentions	1	2	2	Maintenance of strict and accurate records of decision making
13	Failure to meet deadlines and suspense dates	JPC's reputation sullied JPC input to consultation exercises ignored	1	1	1	As much notice as possible to be given for responses to be made Clerk to maintain task list
14	Lack of relevant skills and commitment within the JPC	Failure to achieve purpose JPC's decision making of an inferior quality JPC is poor value for money to the electorate	1	3	3	Appropriate training to be given Monitor attendance by members at meetings Monitor extra-mural activity on behalf of JPC by members

15	JPC dominated by individual	Discussion stifled with chance for other councillors to air view curtailed Lack of democratic process Decision making removed outside the JPC	1	3	3	Strong chairmanship (where the offender is not the chairman) All members to be given the opportunity to contribute succinctly and effectively on agenda items All business to be conducted within the JPC, only to be breached when the JPC delegates authority to individuals or sub-committees to make decisions on its behalf
16	Councillors personally benefiting	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clear Standing Orders Formal declaration of interest at every meeting
17	Failure to register member's interests	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clerk to maintain current schedule of members' interest as declared by them pursuant to Local Government Act 2000 s.81(1), and report all details to WDC
18	Lack of maintenance of JPC property	Public liability High cost of eventual replacement	2	3	6	Regular survey Regular maintenance Insurance
19	Accidental or malicious damage to JPC property	JPC as owner has liability for consequent third party injury or damage Loss of an asset High repair or replacement cost	1	3	3	Appropriate insurance Timely reporting of incident Swift remedial action Maintain accurate asset register
20	Damage or disruption to services	Claims against JPC	1	1	1	Appropriate insurance
21	Loss of cash	[No cash held]				
22	Default of loan repayment	[No loans held]				
23	Embezzlement of funds	Insufficient funds to meet commitments	1	3	3	Strict adherence to Financial Regulations