

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Wasperton Village Hall on Monday 10th July 2006

Present: Cllr J V Murphy (Chairman)
Cllr M P Byerley, Cllr R Clay, Cllr Mrs A Gordon, Cllr G P Grima, Cllr Mrs M A Hayward, Cllr E G Scrannage, Cllr N J F Thurley Cllr W Worrall, Cllr L Caborn, Cllr Mrs Sawdon

Apologies: Cllr R G Mulgrue, Cllr S G Starkey, Cllr Mrs J A Jackson, Cllr Dr M J Metcalfe, Cllr J T Wright, Cllr R G Butler,

Opening

- 89 The meeting opened at 7:30 pm
- 90 Apologies for absence were noted.
- 91 Three members of the public were present

Cooption of Parish Councillor for Barford

- 92 RESOLVED: That Mrs Wendy Barlow be and is hereby coopted as a parish councillor for Barford.

Declarations of Personal and Prejudicial Interests

- 93 A personal interest was declared in the agenda items on the Barford Parish Plan and the Barford Post office by:
- Cllr Mrs Hayward
 - Cllr Murphy
 - Cllr Worrall

Matters for the Constabulary

- 94 The CBO was unable to attend.

Minutes of the Meeting of Council 12th June 2006

- 95 The minutes were accepted as a true record.
- 96 Matters Arising:
- 96.1 Minute 61: It was confirmed that notices had been posted advertising the vacancies and that they would be repeated in Plurality
- 96.2 Minute 78: The name of Cllr E G Scrannage was added.
- 96.3 Minute 85: Further reminders were required.

Minutes of the Meeting of the Planning Committee 22nd May 2006

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

Minutes of the Meeting of the Planning Committee 12th June 2006

- 98 The minutes were accepted as a true record.
- 99 Matters Arising:
- 99.1 Minute 40: Typographical error. Delete "11" insert "111".

Reports from Representatives Appointed to Serve on Other Bodies

- 100 Cllr Clay reported on the proceeding of the most recent Barford Bypass Liaison Group.
- 101 Cllr Scrannage gave an update on the A46/M40 Junction 15 (Longbridge) Bypass Project.
- 102 Cllr Byerley reported on the Barford Allotment Gardens. He expressed concern that WDC had stated that allotment sheds required planning permission which conflicted with earlier advice to the contrary. Cllr Mrs Sawdon undertook to obtain assurances from the Planning Authority that the earlier advice was definitive and this was subsequently forthcoming.

Barford Parish Plan

- 103 Members took note of a written report on the Barford Parish Plan by Cllr Mulgrue.
- 104 At its meeting on 11th July 2006 the Warwick Area Committee of the Warwick County Council made the following recommendation:
"That the Committee welcomes the publication of the Barford Parish Plan and request appropriate County council Departments to engage with the Barford Parish Plan Committee over those elements of the plan that relate to the services and responsibilities of the County Council."

Consultation on Bus Service Improvements

- 105 Members considered a response drafted by Cllr Mulgrue and approved it subject to the inclusion of the observation that the absence of discounted fares in working hours was a disincentive to the disabled (who often commanded lower salaries than the norm) to seek employment.

Public Inquiry – Oldham's Site

- 106 Cllr Mulgrue had received the decision of the Secretary of State on the Oldham's Public Inquiry and a copy of the Inspector's Report. The Planning Application has been approved subject to conditions (those discussed at the Inquiry) and to a reworking of the s.106 Agreement to strengthen the provisions for affordable housing and ensure that local people have the maximum opportunity to acquire the market housing. The revised s.106 Agreement will have to be submitted by 24th July and the Secretary of State will give her decision on it by 23rd August.

Felling of Cedar Tree at Mallards Reach, Barford

- 107 Cllr Mrs Sawden reported that the Courier newspaper had expressed an interest in running an item on this and sought photographs to back it.

Barford Post Office

- 108 Members received a progress report by the Contact Group.

A429 Improvements

- 109 Members discussed at length improvements to the road which they wished to see, including:
- Cycle path Sherbourne to Wasperton
 - Speed limit
 - Pedestrian crossing at Sherbourne
- 110 Cllr Caborn gave a summary of the funding available for cycle paths and the likely timescale for their introduction.
- 111 It was decided to send a letter to WCC urging a reconsideration of the necessity for a speed limit on the road particularly in the vicinity of the turns to Sherbourne and Wasperton.

Risk Management

- 112 Members considered the schedule at Annex A to these minutes and RESOLVED to adopt it as their risk management policy.

Cash Balances as at 30th June 2006

- 113 Members took note of the following cash balances:

	Reconciled	Cash Book
HSBC	£1,509.85	£2,209.05
Alliance & Leicester	£29,506.65	£26,564.44
Total	£31,016.50	£28,773.49

Receipts and Payments

- 114 Members endorsed the following:

Date	Cheque	Payee	Category	HSBC		Alliance & Leicester	
				Debit	Credit	Debit	Credit
12 Jun 06		Norton Lindsey JFC	01 Barford playing field lettings		154.00		
16 Jun 06	DD	HMRC	08 Employment expenses	309.40			
19 Jun 06		HSBC	09 Interest		0.11		
30 Jun 06	DD	J F Johnson	08 Employment expenses	675.80			
30 Jun 06	DD	J F Johnson	08 Office accommodation	44.50			
21 Jun 06	000004	Transfer	90 Transfer		1,500.00		
21 Jun 06	000004	Transfer	90 Transfer			1,500.00	
21 Jun 06	101575	S&D Window Cleaners	02 Repairs & Maintenance	50.00			

Management Accounts as at 30th June 2006

- 115 Members took note of the management accounts at Annex B to these minutes.

Any Other Business

- 116 Cllrs Byerley and Clay planned to bring a scheme for water on the Barford Allotment Gardens to the JPC at the next meeting.
- 117 The JPC granted permission to the Barford Heritage Group to place a notice board on its land fronting onto Church Street (subject to planning permission - if required - having been obtained).
- 118 Concern was expressed (again) about the restrictive policy for accepting rubbish at the Leamington tip.
- 119 There being no other business, the meeting was closed at 9:20 pm.

Date of Next Meeting

- 120 The next meeting of Council is on Monday 11th September 2006 at 7:30 pm in Barford Memorial Hall.

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Annex A

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

Annex B

MANAGEMENT ACCOUNTS AS AT 30 JUN 06

	Budget 2006-7	YTD	FOO	Budget v FOO
1 Recreation Grounds and Open Spaces				
General repairs and maintenance	(1000)	0	(1000)	0
Mowing charges	(1472)	(298)	(1472)	0
Skateboard ramps noise reduction	(750)	0	0	750
Income:				0
Barford playing field lettings	154	154	154	0
	<u>(3068)</u>	<u>(144)</u>	<u>(2318)</u>	<u>750</u>
2 Bus Shelters				
Repairs and maintenance	(616)	(155)	(616)	(0)
	<u>(616)</u>	<u>(155)</u>	<u>(616)</u>	<u>(0)</u>
3 Allotments				
Hire of land	(150)	0	(150)	0
Maintenance	0	(62)	(62)	(62)
Income:				0
Allotment rents	60	33	60	0
	<u>(90)</u>	<u>(30)</u>	<u>(152)</u>	<u>(62)</u>
4 Churchyard Maintenance				
Grants	(1027)	0	(1027)	(0)
	<u>(1027)</u>	<u>0</u>	<u>(1027)</u>	<u>(0)</u>
5 Village Halls				
Grants	(2525)	0	(2525)	0
	<u>(2525)</u>	<u>0</u>	<u>(2525)</u>	<u>0</u>
6 Tree and Bulb Planting				
General expenses	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7 Roadside Seats				
Repairs and maintenance	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
8 Other Expenses				
Advertising and Publicity	(100)	0	(100)	0
Audit fees	(206)	(60)	(206)	0
Bank Charges	(15)	0	(15)	0
Books and publications	0	0	0	0
Chairman's allowance	(349)	(350)	(350)	(1)
Election expenses	0	0	0	0
Employment expenses	(12100)	(2956)	(12100)	0
Hire of meeting venues	0	(40)	(60)	(60)
Insurances	(873)	(896)	(896)	(23)
Litter bins WDC charges	0	0	0	0
Noticeboard repairs and maintenance	(200)	0	(200)	0
Office accommodation	(534)	(134)	(534)	(0)
Postage	(370)	(82)	(370)	0
Printing and stationery	(924)	(196)	(924)	(0)
Subscriptions:				0
Association of Local Councils	(338)	(362)	(362)	(24)

	Society of Local Council Clerks	(111)	0	(111)	(0)
	Information Commissioner	0	0	(35)	(35)
	Telephone	0	0	0	0
	Training and seminar expenses	(185)	0	(185)	(0)
	Travel	(447)	(154)	(447)	(0)
		<u>(16750)</u>	<u>(5229)</u>	<u>(16895)</u>	<u>(145)</u>
9	Other Income				
	Concurrent services contributions WDC	1720	3189	3189	1469
	Interest	450	144	450	0
	Precept	25875	12938	25875	(0)
	VAT prior year	1000	953	953	(47)
	Wayleave	4	0	4	0
		<u>29049</u>	<u>17224</u>	<u>30471</u>	<u>1422</u>
10	Section 137				
	Section 137 grants	0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
11	Barford Parish Plan				
	Income	0	0	0	0
	Expenditure	0	0	(640)	(640)
		<u>0</u>	<u>0</u>	<u>(640)</u>	<u>(640)</u>
12	Barford Post Office				
	Income	0	0	2216	2216
	Expenditure	0	(153)	(7925)	(7925)
	Section 137	0	0	(101)	(101)
		<u>0</u>	<u>(153)</u>	<u>(5811)</u>	<u>(5811)</u>
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTALS	4973	11514	488	(4485)