

BARFORD SHERBOURNE AND WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Barford Memorial Hall
on Mon 16 Jan 12

Present:	Cllr J V Murphy,(Chairman) Cllr: Mrs W Barlow, R Clay, J M Hawkesford, Mrs J L Longfield, S J McVeigh, D C Morrow, A B Rhead, Mrs A Gordon, Mrs R Newsome, Mrs P K Payne, M J Metcalfe, N F J Thurley, J T Wright
Apologies:	Cllr: P A P Morris, R A Shotton-Oza,
In Attendance:	Cllr : L Caborn

Opening

- 242 The meeting opened at 7:30 pm
- 243 Four members of the public were present.
- 244 Apologies for absence were noted.

Declarations of Personal and Prejudicial Interests

- 245 None was declared

Public Participation

- 246 Mr R Scott (representing the Barford Residents' Association) posed the following questions:

1. The number of houses in Barford in 2001 was recorded as 516. We believe that, with the addition of the houses in Bremridge Close, that figure is now about 600. Could the JPC confirm this figure. [Afternote: There are 526 different addresses on the Barford electoral roll].
2. On Monday 31st October a proposal from Sharba Homes went to a Warwick District Council Development Review Forum. According to the Forum protocol: "A written note of the key points made at the meeting will be prepared and circulated to all those who attended the meeting. Copies will also be made available on request." Members of the BRA committee attended the meeting but have not received any written notes. Can you tell us how the notes have been circulated and if JPC members who attended the meeting have received them?
3. We are aware that Sharba Homes have put in a Planning Application to build 58 houses on the two sites behind Barford House. The Application was made on 12th December - but no information was available about this until 6th January. On the grounds of this delay in receiving information over the Christmas and New Year period can the JPC apply to WDC for an extension beyond 13th February for the consultation period.
4. Previously Planning Applications for land in a conservation area could only be granted with the approval of the community for that development Can you confirm that this is still the case?
5. The previous Sharba proposal resulted in an extensive survey to establish the views of the village. Does the JPC know if an additional survey of the village will be carried out in response to the present Planning Application?
6. BRA are aware that the JPC are considering conducting a wider ranging survey to establish the housing requirements of the village over the next 15 years and are willing to give assistance if required.

- 247 The Chairman's responses were:
- 247.1 Probably about right although we do not have an accurate number. The old BRA committee who distributed the recent questionnaire had a more accurate distribution number which they may still have in their records.
- 247.2 Nothing received by JPC – Cllr Rhead will chase this up.
- 247.3 Paperwork received by JPC and discussion with planning officers suggest that the correct date is 2 Feb 12 and this will be stuck to although negotiations are likely to be prolonged before it goes to committee. We/you are advised to put in at least a preliminary response to meet that deadline and later send in any additional information/comment as it arises. [Afternote: WDC has extended the suspense date to 13 Feb 12]
- 247.4 This is a largely erroneous view – nothing to do with CA status, that may have evolved from the idea that as planning on the Sharba site is against current Local Plan policy it would only be likely to get approved if there were overwhelming residents' support – but even then it would be called in for a Public Inquiry for scrutiny/decision by an Inspector.
- 247.5 Previous proposals were only “proposals” – we are now dealing with an actual live Planning Application which must be dealt with by strict procedures. We do not expect and there will not be time for any formal “survey” to be carried out whilst still meeting the deadlines imposed by planning law.
- 247.6 Noted, thank you.
- 248 Mr R Taylor voiced some concern over the possible development of the Sherbourne Nurseries site.

Minutes of the Meeting of Council 14 Nov 11

- 249 The minutes were approved as a true record.

Matters Arising

- 250 Minute 204. Cllr Mrs Barlow reported increased interest in the celebration of the Queen's Diamond Jubilee to the extent that she believed there should be greater participation by others in the villages and not just the JPC sponsored beacons. It was agreed that she and Cllr Shotton-Oza should arrange a public meeting to discover the extent of that interest.
- 251 Minute 214. Cllr Clay informed the meeting that as a first step in bringing the Barford Allotments Polytunnel back into productive use he had arranged a site meeting with the manufacturers.
- 252 Minute 237. Cllr Wright complained that the painting of yellow lines to control inconsiderate parking in the Bremridge Close area was still incomplete, a fact acknowledged by the Chairman who said it was hoped to finish the work soon and that on completion the parking restrictions imposed by the yellow lines could be legally enforced. Cllr Gaborn promised to hasten the work.
- 253 Minute 239. Cllr Mrs Barlow sought and was granted permission to display one of the animals to be used for horse-logging in Oakley Wood at the Barford playing field for one day in March. This permission was subject to it being kept off the pitch and an undertaking to make good and damage to the surface.

Minutes of the Meeting of the Planning Committee 14 Nov 11

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

Minutes of the Meeting of the Planning Committee 8 Dec 11

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

Cash Balances as at 31 Dec 11

256 The JPC took note of the following cash balances:

- HSBC £ 7,046.53
- Santander £40,575.50

Receipts and Payments

257 The JPC endorsed the following:

Date	Payee	Category	Total
4 Nov 11	Santander	Bank Interest	1.85
5 Nov 11	Administration	Postage	(3.60)
5 Nov 11	Administration	Travel Expenses	(24.18)
7 Nov 11	MFM Services	Mowing Charges	(219.00)
7 Nov 11	WALC	Training and Seminar Expenses	(35.00)
10 Nov 11	HMRC	Employment Expenses	(542.92)
13 Nov 11	J V Murphy	Chairman's Allowance	(410.00)
15 Nov 11	J V Murphy	Section 137	(20.00)
15 Nov 11	J V Murphy	Open Spaces Maintenance	(52.01)
28 Nov 11	Salaries	Employment Expenses	(696.92)
28 Nov 11	Administration	Office Accommodation	(52.00)
1 Dec 11	SLCC	Subs: SLCC	(140.00)
1 Dec 11	Administration	Postage	(11.98)
1 Dec 11	Administration	Travel Expenses	(21.39)
5 Dec 11	Santander	Bank Interest	2.14
7 Dec 11	Chess Storage	Grit Bins	(319.30)
9 Dec 11	TPC	Printing and Stationery	(32.83)
9 Dec 11	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
9 Dec 11	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
10 Dec 11	HMRC	Employment Expenses	(542.92)
15 Dec 11	ICO	Subs: Information Commissioner	(35.00)
15 Dec 11	Barford Drama Group	Grants/Donations	2,650.00
28 Dec 11	Salaries	Employment Expenses	(696.92)
28 Dec 11	Administration	Office Accommodation	(52.00)

Management Accounts as at 31 Dec 11

258 The JPC took note of the Management Accounts at Annex A to these minutes.

Budget and Precept 2012-13

259 The JPC approved the budget for 2012-13 at Annex B to these minutes and set the Precept at £29,975.

Purchase of Grit Bins

260 For some time there had been uncertainty about a parish council's legal liability if it provided grit bins for use by the general public. The Clerk had sought clarification from the JPC's insurers and received this advice " The advice from the Government is that there is no law preventing Parish Councils from clearing snow or ice from public spaces. They state that it is unlikely the Parish Council will be sued or held legally responsible for any injuries if the area has been cleared carefully."

261 With the onset of much colder weather in December it was thought expedient to procure two grit bins in Barford at sites particularly vulnerable to ice. There was however insufficient time for the formal process of authorization by the JPC so the provisions of Financial Regulation 3.4 were invoked:

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300. The Clerk shall report the action to the Council as soon as practicable thereafter. In the case of urgent expenditure in excess of £300 the Chairman or his deputy may authorize expenditure of £2,000. Any urgent expenditure above £2,000 requires reasonable consultation with members.

262 The net cost of the bins was £266.

263 The Chairman confirmed that if Sherbourne or Wasperton identified a requirement for grit bins a request would be considered on its merits by the JPC (with the presumption of approval).

Sherbourne Nurseries Update

264 Mr Adrian Clack, the Strategic Land Regional Director for the West Midlands of Taylor Wimpey wrote to the Clerk:
"Last year I was in the process of concluding contractual negotiations with the owners of the former Sherbourne Nursery and I can confirm that we exchanged contracts just a couple of days before Christmas. As such Taylor Wimpey now benefit from an option to purchase this land should we successfully secure planning permission for residential development in the future."

265 He went on to say:
"The reason for my letter is therefore to ask whether the Parish Council would entertain a meeting so that I may come and introduce myself and put some faces to names etc. At this point in time I will have little to show you in respect of a development proposal, as we are yet to undertake the necessary survey work and community consultation process to inform a scheme. Taylor Wimpey take community engagement and consultation very seriously and actively welcome the input of local residents into our development proposals and to this end I would welcome the opportunity to open up a dialogue such that I can keep you regularly informed of our progress and secure local input into our proposals."

266 The consensus was that his request to meet the JPC should be granted and that he would be invited to the February meeting.

267 Cllr Mrs Barlow stressed the need for a survey to assess local opinion under two headings:

- Vision
- Personal need

268 Cllr McVeigh required that Mr Clack produce a written summary of his position in advance of the meeting (also addressing the problems of access to the site).

269 Cllr Wright was assured that Sherbourne and Wasperton would be fully involved in the process.

270 It was agreed to form a working party to coordinate the JPC's response to this initiative comprising:

- Cllr Mrs Barlow
- Cllr Clay
- Cllr Mrs Longfield
- Cllr McVeigh
- Cllr Morrow

Riverside Land

271 The Chairman confirmed that the legal fees for the licences had been paid but that the final documents for engrossment had not yet been produced.

272 He gave a progress report on activities on the site stating that the last trees would be planted in early February.

Review of Play and Recreational Facilities

273 The Chairman introduced this item by seeking the JPC's views on:

- Enhancement of Skateboard Facilities (Barford Playing Fields)
- Provision of Out-Door Gym and Fitness Trail (Barford Playing Fields)

274 It became apparent however that before individual projects were considered it would be better to have a comprehensive survey to establish:

- The number and condition of existing facilities
- The aspirations of users
- Best practice (as evidenced in other parishes)

275 Cllrs McVeigh and Hawkesford volunteered to conduct the survey.

The Dogs Exclusion (Warwick District Council) Order 2011

276 This Order had come into effect giving WDC the authority to prohibit dogs from specified area with penalties for infringement.

277 WDC had invited the JPC to add its own specified areas to the list.

278 After due consideration members decided to maintain the status quo.

Any Other Business

279 Cllr Hawkesford considered some of the new footpath lighting in Barford was too bright

Closure

280 There being no other business the meeting closed at 9:20pm.

Date of Next Meeting

281 The next meeting of the JPC is on Mon 13 Feb 12 at 7:30 pm in Sherbourne Village Hall.

MANAGEMENT ACCOUNTS AS AT 31 DEC 11

	Budget 2011- 12	YTD	FOO	Diff
RECEIPTS				
Allotments Rents	889	889	889	
Bank Interest	20	18	30	10
Concurrent Services Contribution (WDC)	2,530	2,530	2,530	
Grants/Donations		5,490	5,490	5,490
Precept (WDC)	30,100	30,100	30,100	
VAT prior year (HMRC)	600	670	670	70
Wayleave	4	4	4	
TOTAL RECEIPTS	34,143	39,701	39,713	
PAYMENTS				
Allotments Hire of Land	150	75	150	
Allotments Maintenance	150			
Allotments Water Charges	150	104	180	(30)
Audit Fees	410	417	417	(7)
Bank Charges	20			20
Bus Shelters Maintenance	600	405	600	
Chairman's Allowance	410	410	410	
Election Expenses	3,000			3,000
Employment Expenses	14,906	9,376	14,878	28
Grants: Churchyard Maintenance	1,188		1,188	
Grants: Village Halls	2,964		2,964	
Grit Bins		319	319	(319)
Insurance	1,026	776	776	250
Legal Fees (WCC)		400	400	(400)
Mowing Charges	1,606	1,502	1,502	104
Office Accommodation	628	416	624	4
Open Spaces Maintenance	500	4,089	4,100	(3,600)
Postage	200	98	140	60
Printing and Stationery	600	437	600	
Section 137	20	2,647	2,647	(2,627)
Subs: Information Commissioner	35	35	35	
Subs: SLCC	135	140	140	(5)
Subs: WALC	448		448	
Training and Seminar Expenses	150	235	235	(85)
Travel Expenses	387	244	370	17
Venue Hire	180	45	90	90
TOTAL PAYMENTS	29,864	22,170	33,213	
NET TOTALS	4,279		6,500	

EXECUTIVE SUMMARY

Opening Balance 1 Apr 11	31,348
Add Excess Income over Expenditure	<u>6,500</u>
Closing Balance 31 Mar 12	<u>37,847</u>
Designated Funds	
Barford Memorial Hall (WI)	500
Barford Memorial Hall (BDG)	2,650
Barford Parish Directory (CVS)	83
Barford Telephone Kiosk	200
Barford War Memorial	535
Election Expenses (reserve for 2015)	2,000
Provision for new mower	<u>1,600</u>
Total Designated Funds	<u>7,568</u>
Total Reserve	30,279
Contingency (10% of Expenditure)	3,321
Risk Management Reserve	11,651
Discretionary Reserve	15,308

BUDGET 2012-13

	Actual 2010-11	Budget 2011-12	Forecast Outturn 2011-12	Budget 2012-13
RECEIPTS				
Allotments Rents	431	889	889	948
Bank Interest	25	20	30	30
Concurrent Services Contribution (WDC)	2,480	2,530	2,530	2,530
Grants/Donations	211		5,490	
Precept (WDC)	29,515	30,100	30,100	29,975
VAT prior year (HMRC)	357	600	670	1,500
Wayleave	4	4	4	4
TOTAL RECEIPTS	33,023	34,143	39,713	34,986
PAYMENTS				
Allotments Hire of Land	150	150	150	300
Allotments Maintenance		150		150
Allotments Water Charges	160	150	180	180
Audit Fees	410	410	417	417
Bank Charges		20		20
Barford Telephone Kiosk	300			
Bus Shelters Maintenance	829	600	600	600
Chairman's Allowance	392	410	410	433
Consideration Covenant Release	5,000			
Election Expenses		3,000		
Employment Expenses	14,551	14,906	14,878	15,219
Grants: Churchyard Maintenance	1,140	1,188	1,188	1,255
Grants: Village Halls	3,764	2,964	2,964	3,130
Grit Bins			319	
Insurance	1,026	1,026	776	800
Legal Fees			400	
Mowing Charges	1,502	1,606	1,502	1,650
Notice Boards	309			
Office Accommodation	600	628	624	659
Open Spaces Maintenance	492	500	4,100	500
Postage	163	200	140	200
Printing and Stationery	841	600	600	750
Section 137	20	20	2,647	40
Subs: Information Commissioner	35	35	35	35
Subs: SLCC	135	135	140	140
Subs: WALC	448	448	448	448
Training and Seminar Expenses	104	150	235	150
Travel Expenses	432	387	370	400
Venue Hire	45	180	90	90
TOTAL PAYMENTS	32,849	29,864	33,213	27,565
NET TOTALS	174	4,280	6,500	7,421

EXECUTIVE SUMMARY

Opening balance 2011-12	<u>31,348</u>
Excess of Income over Expenditure 2011-12	<u>6,500</u>
Opening balance 2012-13	37,848
Excess of Income over Expenditure 2012-13	<u>7,421</u>
Closing balance 2012-13	45,269
Designated funds:	
Barford Memorial Hall (WI)	500
Barford Memorial Hall (BDG)	2,650
Barford Parish Directory (CVS)	83
Barford Telephone Kiosk	200
Barford War Memorial	535
Election Expenses (reserve for 2015)	2,000
Purchase Mower	<u>1,600</u>
Total	<u>7,568</u>
Risk Management Reserve	11,908
Contingency (10%)	2,757
Discretionary Reserve	<u>23,036</u>
TOTAL RESERVE	<u>37,701</u>
Precept 2012-13	29,975
Tax Base 2012-13	831
Band D	36.07