

## BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Barford Memorial Hall  
on Mon 12 Jan 15

<b>Present:</b>	Cllr T Merrygold, (Chairman) Cllr: Mrs W Barlow, R Clay, H Gadsden, Mrs A Gordon, J M Hawkesford, Mrs J L Longfield, M J Metcalfe, Mrs R Newsome, A B Rhead, N F J Thurley, J T Wright
<b>Apologies:</b>	Cllr: I Boak, P A P Morris, J V Murphy,
<b>In Attendance:</b>	Cllr: L Caborn (WCC)

### Opening

179 The meeting opened at 7:30 pm.

180 Apologies for absence were accepted.

181 One member of the public was present.

### Declarations of Disclosable Interests

182 None was declared.

### Revision to Standing Orders

183 The right to record, film and to broadcast meetings of the council, committees, and sub committees is established following the Local Government Audit and Accountability Act 2014. Regulation 4 of The Openness of Local Government Bodies Regulations 2014 has brought Section 40 of the Local Government Audit and Accountability Act into force.

184 This renders SO 3l obsolete: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent"

185 RESOLVED: That the "Protocol for the Reporting at Meetings of the Council or Committees" (at Annex A) be adopted.

186 RESOLVED: That SO3l be amended to read: "Photographing, recording, broadcasting and transmitting of the proceedings of meetings by any means are permitted. The council has adopted and published an agreed protocol for the recording and filming of meetings".

### Public Participation

187 Mr Mark Griffin briefed the JPC on progress with the Barford Leisure Improvement Scheme.

### Appointment of Co-opted Member for Barford

188 The Chairman reported no further progress.

### Minutes of the Meeting of Council 120 Nov 14

189 The minutes were approved as a true record.

## Matters arising

- 190 Minute 160. Cllr Mrs Barlow confirmed that Sherbourne Village Hall was on the list of Assets of Community Value in Sherbourne.

## Minutes of the Meeting of the Planning Committee 10 Nov 14

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

## Minutes of the Meeting of the Planning Committee 26 Nov 14

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

## Cash Book Balances as at 31 Dec 14

- 193 The JPC took note of the following cash balances
- HSBC £15,791.31
  - Santander £57,877.80

## Receipts and Payments

- 194 The JPC endorsed the following:

Date	Payee/er	Category	Total
5 Nov 14	Bank Charge	Bank Charge	20.00
5 Nov 14	Interest	Bank Interest	2.49
10 Nov 14	HMRC	Employment Expenses	(588.03)
28 Nov 14	Administration	Office Accommodation	(58.03)
5 Dec 14	Interest	Bank Interest	12.25
5 Dec 14	Interest	Bank Interest	19.02
5 Dec 14	Countryside Services	Wasperton War Memorial	(25.00)
9 Oct 14	W Barlow	Barford Neighbourhood Development Plan	(8.10)
15 Oct 14	Verseatale	Barford Neighbourhood Development Plan	(150.00)
10 Nov 14	Administration	Postage	(28.56)
10 Nov 14	Administration	Travel Expenses	(31.40)
10 Nov 14	J V Murphy	Section 137	(20.00)
28 Nov 14	MFM Services	Mowing Charges	(511.00)
29 Nov 14	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
29 Nov 14	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
30 Nov 14	Salaries	Employment Expenses	(758.04)
30 Nov 14	Administration	Office Accommodation	(58.03)
1 Dec 14	SLCC	Subs: SLCC	(167.00)
3 Dec 14	CDF	Grants: BNDP	406.00
9 Dec 14	WDC	Barford Leisure Improvement Scheme	(97.50)
10 Dec 14	HMRC	Employment Expenses	(588.03)
15 Dec 14	BS&GSG	Allotments Water Charges	(66.14)

## Management Accounts as at 31 Dec 14

- 195 The JPC took note of the management accounts at Annex B

## Renewal of Mowing Contract 2015

- 196 The JPC has a long-running contract with MFM Services for grass cutting. Periodic market testing has shown that the rates charged are highly competitive
- 197 The quote for 2015 is £3,545.

- 198 Being assured that:
- The existing contracts were let following full competition in accordance with Standing Orders and was competitively awarded
  - The new work is identical in nature and extent
  - The rates for the new work are directly based on the existing contracts
  - The likely benefit of further competition would be outweighed by either the administrative cost or the delay or both and the interests of the Council will not be compromised by the negotiation.
- the JPC awarded the contract for 2015 to MFM Services.

### **Budget and Precept 2015-16**

199 RESOLVED: That the Precept for 2015-16 be set at £41,243.

200 RESOLVED: That the budget at Annex C be adopted

### **Barford Primary School**

201 The JPC took note of the proposal to increase the published admission number of Barford Primary School (Annex D).

### **Any Other Business**

202 Barford Leisure Improvement Scheme.

202.1 Prior to the meeting an update on progress had been circulated to JPC members. For the record it is reproduced at Annex E.

202.2 In addition Cllr Murphy had circulated to the Working Party an email giving further details on the drainage. The text is at Annex F for the information of JPC members.

203 WDC Contracts.

203.1 At the November meeting of the JPC the following was recorded:  
*"158 The Chairman explained it had been hoped that Mr Martyn Stacey (WDC Contracts Officer) would attend the meeting to discuss possible new working arrangements for villages, but that family illness had prevented his attending. The Chairman, who had met him earlier, described the ways in which Mr Stacey's department would use its spare time to offer various maintenance services to villages. The offer was unconditional and free and it was to be hoped that the JPC could make good use of it."*

203.2 The Chairman said that he had suggested two tasks:

- Maintenance of the footpath running parallel to the A46 connection Vicarage Lane and Watery Lane in Sherbourne.
- Maintenance of the bicycle route from the Longbridge roundabout into Barford.

### **Closure**

204 There being no other business the meeting closed at 8:20pm.

### **Date of Next Meeting**

205 The next meeting of the JPC is on Monday 9 Feb 15 at 7:30 pm in Sherbourne Village Hall.

**Protocol for the Reporting at Meetings of the Council or Committees**

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session. \*
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
  - Moving outside designated public areas
  - Excessive noise during debate
  - Intrusive lighting and use of flash photography
  - Asking people to repeat for the purpose of recording
  - Failure to observe this protocol
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.

14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 13 above.
16. Generally, archived recordings made by the Council will be available on request.

*\* The right to record, film and to broadcast meetings of the council, committees, and sub committees is established following the Local Government Audit and Accountability Act 2014. Regulation 4 of The Openness of Local Government Bodies Regulations 2014 has brought Section 40 of the Local Government Audit and Accountability Act into force.*

## MANAGEMENT ACCOUNTS AS AT 31 DEC 14

## Executive Summary

Opening Balance 1 Apr 14	59,968	
Add Excess Income over Expenditure	2,157	
Closing Balance 31 Mar 15	<b>62,125</b>	
Designated Funds		
Barford Leisure Improvement Scheme	17,029	Current balance
Barford Memorial Hall	2,571	Current balance
Barford Neighbourhood Development Plan	587	Current balance
Barford Parish Directory (CVS)	37	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Barford War Memorial	535	Raised by public subscription. Unavailable for any other purpose
Election Expenses (reserve for 2015)	2,000	JPC policy to reserve this early in the election cycle
Neighbourhood Watch	100	Current Balance
Provision for new mower	1,600	Purchase approved by JPC
Rural Footway Lighting 2015	910	Phased payment
Rural Footway Lighting 2016	910	Phased payment
Rural Footway Lighting 2017	910	Phased payment
Rural Footway Lighting 2018	910	Phased payment
WDC New Local Plan	1,300	Contingency for challenge
Total Designated Funds	<b>29,599</b>	
Total Reserve	<b>32,525</b>	Closing balance 31 Mar 15 minus total Designated Funds
Contingency (10% of Expenditure)	<b>5,351</b>	Hedge against inflation
Risk Management Reserve	<b>12,737</b>	75% of Clerk's costs
Discretionary Reserve	<b>14,437</b>	Unallocated reserve

	Budget 2014-15	YTD	Outturn	Diff
<b>RECEIPTS</b>				
Allotments Rents	963	963	963	
Bank Interest	25	49	80	55
Concurrent Services Contribution (WDC)	2,470	2,470	2,470	
Council Tax Support Grant (WDC)	2,013	2,012	2,012	(1)
Grant: BLIS		3,000	3,000	
Grant: BNDP		6,553	6,553	
Precept (WDC)	40,169	40,170	40,170	1
VAT prior year (HMRC)	400	410	410	10
Wayleave	5	5	5	
<b>TOTAL RECEIPTS</b>	<b>46,045</b>	<b>55,633</b>	<b>55,663</b>	
<b>PAYMENTS</b>				
Allotments Hire of Land	150	250	500	(350)
Allotments Maintenance	150		150	
Allotments Water Charges	60	160	160	(100)
Audit Fees	335	325	325	10
Bank Charge	20	20	20	
Barford Leisure Improvement Scheme	10,000	668	668	
Barford Memorial Hall		578	578	
Barford Neighbourhood Development Plan		8,160	8,160	
Bus Shelters Maintenance	525	330	525	
Chairman's Allowance	458		458	
Employment Expenses	16,220	12,108	16,286	(66)
Grants: Churchyard Maintenance	1,295		1,295	
Grants: Village Halls	3,990		3,990	
Insurance	839	816	816	23
Mowing Charges	3,440	3,236	3,236	204
Notice Boards	200		200	
Office Accommodation	697	580	697	
Open Spaces Maintenance	500	248	500	
Postage	150	47	80	70
Printing and Stationery	500	205	300	200
Rural Footway Lighting	910	10,406	10,406	(9,496)
Section 137	100	20	20	80
Sherbourne Village Hall Refurbishment	2,675	2,675	2,675	
Subs: Information Commissioner	35		35	
Subs: SLCC	145	167	167	(22)
Subs: WALC	492	492	492	
Training and Seminar Expenses	300		300	
Travel Expenses	300	173	300	
Venue Hire	90	168	168	(78)
Wasperton War Memorial	100	100	100	
<b>TOTAL PAYMENTS</b>	<b>44,676</b>	<b>41,931</b>	<b>53,507</b>	
<b>NET TOTALS</b>	<b>1,369</b>		<b>2,157</b>	

**BUDGET & PRECEPT 2015-16**

**ANNEX C**

**EXECUTIVE SUMMARY**

Opening balance 2014-15	59,968	
Excess of Income over Expenditure 2014-15	1,991	
Opening balance 2015-16	61,958	
Excess of Income over Expenditure 2015-16	<b>624</b>	
Closing balance 2015-16	<b>62,582</b>	
Designated Funds		
Barford Leisure Improvement Scheme	17,029	Current balance
Barford Memorial Hall	2,571	Current balance
Barford Neighbourhood Development Plan	587	Current balance
Barford Parish Directory (CVS)	37	Current balance
Barford Telephone Kiosk	200	Barford Heritage Group bond for future costs
Barford War Memorial	470	Raised by public subscription
Election Expenses (reserve until 2019)	3,000	JPC policy to reserve this early in the election cycle
Neighbourhood Watch	100	Current Balance
Rural Footway Lighting 2016	910	Phased payment
Rural Footway Lighting 2017	910	Phased payment
Rural Footway Lighting 2018	910	Phased payment
Provision for new mower	1,600	Purchase approved by JPC
WDC New Local Plan	1,300	Contingency for challenge
Total Designated Funds	<b>29,624</b>	
Risk Management Reserve	13,125	75% of employment expenses and office accommodation
Contingency (10% of Expenditure)	4,823	Hedge against inflation
	<b>17,948</b>	
Discretionary Reserve	<b>15,010</b>	
Precept 2015-16	41,243	
Tax Base 2015-16	821.73	
Band D	50.19	



	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Outturn 2014-15</b>	<b>Budget 2015-16</b>
<b>RECEIPTS</b>				
Allotments Rents	932	963	963	985
Bank Interest	28	25	80	50
Concurrent Services Contribution (WDC)	2,530	2,470	2,470	2,410
Council Tax Reduction Scheme	2,290	2,013	2,012	2,563
Grants/Donations	6,480		9,553	
Precept (WDC)	29,070	40,169	40,170	41,243
VAT prior year (HMRC)	1,475	400	410	1,600
Wayleave	5	5	5	5
<b>TOTAL RECEIPTS</b>	<b>42,810</b>	<b>46,045</b>	<b>55,663</b>	<b>48,855</b>
<b>PAYMENTS</b>				
Allotments Hire of Land	150	150	500	500
Allotments Maintenance	170	150	150	150
Allotments Water Charges	211	60	160	160
Audit Fees	325	335	325	325
Bank Charges		20	20	20
Barford Leisure Improvement Scheme	594	10,000	668	15,000
Barford Memorial Hall	959		578	
Barford Neighbourhood Plan	106		8,160	
Barford Parish Directory	51			
Barford War Memorial			65	
Bus Shelters Maintenance	525	525	525	525
Chairman's Allowance	444	458	458	468
Election Expenses				
Employment Expenses	15,691	16,220	16,286	17,000
Grants: Churchyard Maintenance	1,290	1,295	1,295	1,323
Grants: Village Halls	2,140	3,990	3,990	4,081
Insurance	836	839	816	834
Mowing Charges	2,740	3,440	3,236	3,545
Notice Boards		200	200	200
Office Accommodation	676	697	697	713
Open Spaces Maintenance	234	500	500	500
Postage	136	150	80	80
Printing and Stationery	220	500	300	300
Rural Footway Lighting		910	10,406	910
Section 137	118	100	20	20
Sherbourne Village Hall Refurbishment		2,675	2,675	
Subs: Information Commissioner	35	35	35	35
Subs: SLCC	147	145	167	171
Subs: WALC	482	492	492	501
Training and Seminar Expenses	265	300	300	300
Travel Expenses	304	300	300	300
Venue Hire		90	168	170
Wasperton War Memorial			100	100
<b>TOTAL PAYMENTS</b>	<b>28,849</b>	<b>44,576</b>	<b>53,672</b>	<b>48,231</b>
<b>NET TOTALS</b>	<b>13,961</b>	<b>1,469</b>	<b>1,991</b>	<b>624</b>

**BARFORD PRIMARY SCHOOL****1 The Proposal**

The Governing Body intends to increase the published admission number (PAN) of Barford St Peter's Primary School from 20 to 30 pupils per year with effect from September 2015 admissions.

We will be providing an additional classroom by September 2016. However the increase in PAN in 2015 will not be affected by the build in the first year.

**2 Background**

Barford St Peter's Primary School is a Community School serving the parishes of Barford, Sherbourne and Wasperton.

In October 2014 the school had 133 pupils on roll and numbers of 20 pupils per year in years Reception to Year 4 and 17 in Years 5 and 6. In some year groups we are already over PAN as children have gained a place on appeal.

**3 Why are the changes necessary?**

Warwickshire is experiencing, and is forecast to continue to see, a significant growth in pupil numbers which is feeding into primary schools. The fall and rise in the birth rate in Warwickshire follows the national trend very closely with births falling each year between 1991 and 2001 before entering a rising trend from 2002.

Pupil numbers in the area are forecast to continue to rise. In addition planning permission has been granted for 60 additional dwellings in Barford. We are already an oversubscribed school with additional children entering on appeal each year. When the additional houses are complete without the additional classroom and PAN increase to 30, children within the catchment area will not gain a place to the school.

**4 What is the impact of the change?****(a) Building**

The design of the new accommodation would be undertaken in consultation with representatives of the school to provide accommodation for an intake of 30 pupils per year from September 2016. However we have the capacity in 2015 to begin a gradual increase in PAN to 30 across the school. The Reception class is our only single age class, all other classes are mixed age and Reception would be able to accommodate 30 pupils in September 2015.

Due to our on-site Pre-School we are anticipating some families will have to go to appeal this year, as was the case in 2013 when 4 families with siblings in school had to go through the appeal procedure.

**(b) Funding**

Funding for the additional classroom will come from financial contributions from the building developments in Barford village (See section S106 funding).

**5 When would the changes take effect?**

Published Admission Number (PAN) of 30 pupils will apply to admissions to Barford St Peter's C of E Primary School from September 2015 onwards.

An increase of the PAN from 20 to 30 would see the overall capacity of the school increase by 10 places in each year group to give an overall capacity of 210 with a 32 place Pre-School, 16 am and 16 pm. Usually we would only look to expand a school by one year group at a time. However, discussions will take place with the school to determine how best to approach the increase in capacity.

**6 What happens next?**

From September 2015, Barford St Peter's Primary School will admit up to 30 pupils into Reception. There will be a separate consultation on the building of the additional classroom.

**BARFORD LEISURE IMPROVEMENT SCHEME – UPDATE**

**December Drop-In sessions** – These were very well attended and the chosen proposal for the children’s play area was greeted with delight. It was recognized that we had captured most of the kids’ and parents’ wishes and managed to incorporate all the important items. The mix of materials was well liked and the use of safety surface over the whole of the kids’ area was appreciated. The main question was how soon?

**Dogs on the Playing Fields** – Concern was again raised that there may be controls imposed on when and if dogs will be allowed. I think by discussion fears have mostly been allayed and there is certainly no intention to change access rights from the JPC WP point of view, although we would expect all dogs to be reasonably under control at all times, particularly if young children or organized games are underway.

**Planning Permissions** – the court fencing, play elements over 4m high and resurfacing of the access track are or may be subject to requiring planning permission. As a result we were advised to submit the whole scheme for context. This has now been done and hopefully will be processed in good time for further funding applications some of which will depend on PP being in place.

**Drainage** – Flood managers have been assisting us but have not established the definitive route for surface water discharge from our site, other than passing through the culvert under the allotment track. This then enters Barford House land and its route from there is unclear – there may be a specific drainage route or it may resort to “soak-away” drainage. We are advised to upgrade the drainage on our part – specifically the far side of the Playing Field where the ditch has been neglected for many years and needs more depth and volume and especially the culvert. I have asked Cllr Hawkesford to enquire if the owners of Barford House land would assist in this matter by allowing the ditch on their land to be cleared and enlarged to create more soak-away volume which would be mutually beneficial in the absence of a discharge route.

**Fundraising** – the fundraisers on the WP are working very hard and have achieved some success. There is already c. £86K pledged to the scheme and we have some large bids due to be determined in the next couple of months. Some funds, which we have in sight, have not yet been applied for as they may be dependent on other pending bids or amounts raised locally and to that end an energetic programme of events is due to start early this year to raise at least £12.5 within the parishes. Newsletters due to go out will give further details but every little will help in many ways but particularly in releasing external funds.

**What next** – Once the next two big funding decisions are landed we hope to be able to instruct the Children’s Play Area for installation this Spring/Summer. Depending on how the other funding applications go we may be able to follow that promptly this year or if delayed we may need to hold it over to Summer 2016, mostly for tactical reasons to minimize field damage and disruption in wet weather. Once again this is all mostly dictated by fundraising, both locally and externally.

**JPC Budget** – The agenda item and budget setting includes an amount for the 2015-2016 year of £15,000 towards this scheme but still retains a neutral budget overall with no rise in Council Tax costs to our residents, due to the vagaries of the Tax Base. These JPC contributions are seen as absolutely essential by the funders who will only back schemes where there is clear democratic support and local funding. These elements also allow us to cover facilitating elements and shortfalls in the event that not all external applications will be successful.

**Summary** – The project is moving on well and fast – with on-going support it will deliver the whole scheme hopefully before the end of 2016. Thanks to all the Working Party members.

## **ANNEX F**

“I heard today from James Hawkesford that Mr Hopkins is quite happy for us to clear out the ditch across his land to increase volume for storage and soak-away, subject to no damage to his drainage, no cost to him and some modest acknowledgement of his co-operation somewhere along the line.

This is EXCELLENT NEWS and is probably the best drainage we can hope for, short of establishing some sort of mains through route across his land.

Interestingly, his lawyers advise him that he has no responsibility to maintain his drainage solely to accommodate folk upstream – quite different to the advice we received from the WCC Flood Managers.

Anyway, all very helpful to our project.”

JVM