

**BARFORD SHERBOURNE & WASPERTON JOINT
PARISH COUNCIL**

Minutes of the Annual Meeting of the Joint Parish Council
held in Barford Memorial Hall on Mon 9 May 22

Present	Cllr T Merrygold, (Chairman) Cllr: J T Barrott, J D Billingham, R Clay, H Gadsden, J M Hawkesford, Mrs D E Haynes, G Jackson, Mrs L M Jones, M J Metcalfe, J V Murphy, Mrs R Newsome, P B Phillips, M J Sheard, Mrs K E Thomson
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Opening

- 1 The meeting opened at 7:30 pm
- 2 Three members of the public joined the meeting.

Declarations of Disclosable Interests

- 3 Cllr Hawkesford declared a prejudicial interest in the item "Land Around Barford House" and absented himself from the meeting whilst it was discussed.

Election of Chairman of the Council for 2022-23

- 4 Cllr T Merrygold was elected.

Election of Vice-Chairman of the Council for 2022-23

- 5 Cllr J V Murphy was elected

Public Participation

- 6 None

Delegation of JPC Powers

- 7 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 14 Mar 22

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

Minutes of the Meeting of the Planning Committee 14 Mar 22

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

Minutes of the Meeting of the Planning Committee on 28 Mar 22

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

JPC Appointments for 2022-23

- 11 The appointments are shown in the table below:

	Planning *	Disciplinary*	Disciplinary Appeals	BMHMC	WDC Planning Forum%	WALC%
Cllr J T Barrott				✓		
Cllr J D Billingham	✓					
Cllr R Clay	✓		✓			
Cllr H Gadsden			✓			
Cllr J M Hawkesford			✓			
Cllr Mrs D E Haynes	✓					

Cllr G Jackson	✓	✓				
Cllr Mrs L M Jones	✓					
Cllr T Merrygold	✓*	✓*				✓
Cllr M J Metcalfe	✓		✓			
Cllr J V Murphy	✓		✓**			✓
Cllr Mrs R Newsome	✓					
Cllr P B Phillips						
Cllr M J Sheard		✓				
Cllr Mrs K E Thomson		✓				

* Chairman Ex Officio

** Vice Chairman Ex Officio

% All members free to attend, but voting may be limited on the day

Financial Report

12 Cash Book Balances as at 31 Mar 22

- HSBC £207,296.91
- Santander £75,239.37

13 Receipts and Payments

Date	Payee	Category	Total
1 Feb 22	Bank interest	Bank interest	0.64
1 Mar 22	BYCC	Allotments Water Charge	(89.68)
1 Mar 22	Bank interest	Bank interest	0.58
10 Mar 22	HMRC	Employment Expenses	(678.18)
14 Mar 22	Harrison 20D	Allotments Rent	31.25
15 Mar 22	M Hadley	Allotments Hire of Land	(140.00)
15 Mar 22	R J Smith	Allotments Hire of Land	(140.00)
16 Mar 22	Frank Mann Farmers	BLIS:KGF	(108.00)
21 Mar 22	HSBC	Bank Charges	(8.00)
25 Mar 22	Salaries	Employment Expenses	(1,046.40)
25 Mar 22	Administration	Office Accommodation	(66.00)
25 Mar 22	Humphriss 20.2	Allotments Rent	24.79
27 Mar 22	Hansen 1	Allotments Rent	31.25
28 Mar 22	levens 2	Allotments Rent	31.25
28 Mar 22	Stoneman 5	Allotments Rent	31.25
28 Mar 22	Price 6A	Allotments Rent	31.25
28 Mar 22	Powell 9	Allotments Rent	31.25
28 Mar 22	Hayden 11B	Allotments Rent	31.25
28 Mar 22	Page 24	Allotments Rent	56.04
28 Mar 22	Hayden 15	Allotments Rent	31.25
28 Mar 22	Dunnett 6B & 19	Allotments Rent	62.50
28 Mar 22	Kennedy 10 & 17	Allotments Rent	62.50
29 Mar 22	BPS (RC)	BLIS:KGF	(60.88)
29 Mar 22	Administration	Travel Expenses	(28.71)
29 Mar 22	Administration	Postal costs	(56.95)
29 Mar 22	Kalargeros 6C	Allotments Rent	31.25
1 Mar 22	Stripe	Stripe	57.68
1 Mar 22	Carmichael 20	Allotments Rent	65.42
1 Mar 22	Hunt 11A	Allotments Rent	31.25
2 Mar 22	Ryder 20.6	Allotments Rent	24.79
2 Mar 22	Berry 6	Allotments Rent	31.25
2 Mar 22	Wither 7	Allotments Rent	31.25
6 Mar 22	Murray-Bates 25	Allotments Rent	41.67

6 Mar 22	Ranner 20A&20B	Allotments Rent	52.08
9 Mar 22	Jackson 23A	Allotments Rent	41.67
13 Mar 22	Stocks 22B	Allotments Rent	41.67
13 Mar 22	Tindall 20.3	Allotments Rent	26.67
13 Mar 22	Larner 20.4	Allotments Rent	31.25
19 Mar 22	Thompson 26	Allotments Rent	42.00
28 Mar 22	Taylor 22A	Allotments Rent	41.67
29 Mar 22	Griffiths 8	Allotments Rent	33.80

Audit of Accounts as of 31 Mar 22

- 14 The JPC's accounts must be delivered for audit to the external auditor by 1 Jul 22. The statutory notices informing the electorate of this process and of electors' rights of inspection will be posted on the Barford Community Website on 10 Jun 21
The JPC adopted the "Annual Governance Statement 2021-22" at Annex A.
The JPC adopted the "Accounting Statements 2021-22" at Annex B

Management Accounts as of 31 Mar 22

- 15 At Annex C. The JPC took note.

20 is Plenty

- 16 Further information on the traffic flow profiles are awaited before decisions can be made.

S106 Disbursements

- 17 It was agreed to expedite the disbursement of s106 funds with priority given to the completion of upgrading the Public Footpath which runs from the Scout Hut, through the allotments to KGF (see Annex D- the track is marked with green dashes).
- 18 In addition, it was proposed to investigate installing footway lighting along its length (funds permitting).
- 19 WDC to be asked if planning permission for the lights is required.

Road Crossings in Barford

- 20 Confirmation from WCC that the crossings will be installed as agreed is awaited.

Barford Youth & Community Centre (BYCC)

- 21 Cllr Sheard announced that he is renouncing his role in the running of the BYCC project. The conduct of operations is inimical to a successful outcome, and does not align with his experience.
- 22 Cllr Murphy reported, following a meeting with WDC, that WDC had advised that whilst they were supportive of the scheme but could not commit funds until more detail of costs was available, and if they were able to provide funding then they will not be able to commit funding until year 2023- 2024, or even 24.25

JPC Calendar of Meetings 2022-23

- 23 All the following meeting are to be held in Barford Memorial Hall

Mon 9 May 22
Mon 13 Jun 22
Mon 11 Jul 22
Mon 12 Sep 22
Mon 10 Oct 22
Mon 14 Nov 22
Mon 9 Jan 23
Mon 13 Feb 23
Mon 13 Mar 23

Barford School Parking

- 24 This matter was brought to the meeting by Cllr Hawkesford who was responding to requests from residents,
- 25 Notwithstanding the strength of feeling, any decision is constrained by the number of cars in the area, parking limitations, and the number of children, none of which can be altered to any degree to reduce the threat.
- 26 Cones placed c/o JPC have been removed unilaterally by persons unknown. It was resolved that they be replaced in the area in an attempt to control parking and maintain safety at the junction of Church St and Church Lane.

[Cllr Hawkesford withdrew from the meeting]

Land Around Barford House

- 27 Cllr Murphy briefed the meeting.
- 28 The LABHWP having discussed the matter believes the offering is neither satisfactory nor desirable and that RHG should be advised that the JPC is unable to support the access proposal as presented and requests that RHG pursue further the options for a more southerly access through the wall, including ultimately testing such option(s) through a planning application, to be taken to appeal if refused by WDC.
- 29 The JPC endorsed the WP's position.

Date of Next Meeting

- 30 Mon 13 Jun 22

Section 1 — Annual Governance Statement 2021/22

We acknowledge as the members of:

Barford Sherbourne & Wasperton JPC

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: 9 May 2022 and recorded as minute reference: Annex A

Signed by the Chairman and Clerk of the meeting where approval was given:
Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 — Accounting Statements 2021/22 for
Barford Sherbourne & Wasperton JPC

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	106,275	135,180	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	51,653	54,236	Total amount of precept (or for IDBS rates and levies) received or receivable/o in the year Exclude any grants received.
3. (+) Total other receipts	42,602	139,362	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,553	18,755	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities, and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	46,797	27,488	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	135,180	282,536	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short-term investments	135,180	282,536	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March — To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	512,747	218,605	The value of all the property the authority owns — it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets,
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

JF Johnson

Date: 9 April 2022

I confirm that these Accounting Statements were approved by this authority on 9 May 2022

As recorded in minute reference: Annex B

Signed by Chairman of the meeting where the Accounting Statements were approved

MANAGEMENT ACCOUNTS AS AT 31 MAR 22

	Budget 2021-22	Outturn
RECEIPTS		
Allotments Rents	1,092	1,610
Bank Interest	6	7
BLIS:BSC	500	1,776
Grants		129
Precept (WDC)	59,401	54,236
s106	0	135,777
Stripe	0	58
VAT	976	0
Wayleave	5	5
TOTAL RECEIPTS	61,980	193,598
PAYMENTS		
Allotments Hire of Land	560	560
Allotments Maintenance	350	358
Allotments Water Supply	200	146
Audit Fees	510	510
Bank Charges	0	24
BLIS:BSC	0	364
BLIS:KGF	1,500	3,271
BMH	0	2,186
Bus Shelters Maintenance	585	660
Bus Shelters Repairs	780	73
Chairman's Allowance	511	511
Employment Expenses	18,773	18,755
Grants: Community Centres	5,088	2,544
Green Shoots Fund	0	320
Insurance	1,980	2,400
Mowing Charges	5,875	4,483
Newsletter	1,000	2,480
Office Accommodation	792	792
Open Spaces Maintenance	8,000	2,812
PAD	0	138
Postage	20	57
Printing and Stationery	40	40
Rectory Paddock	500	500
Section 137	25	1,025
Subs: Information Commissioner	35	35
Subs: SLCC	185	186
Subs: WALC	656	660
Training and Seminar Expenses	100	167
Travel Expenses	20	39
Venue Hire	50	0
War Memorial Wasperton	108	108
TOTAL PAYMENTS	48,243	46,203
Difference:	13,737	147,395

EXECUTIVE SUMMARY

Opening balance 1 Apr 21	135,180		
Excess of Income over Expenditure 2021-22	147,395		
Closing balance 31 Mar 22	282,575		
Designated Funds			
Barford Leisure Improvement Scheme:			
Barford Sports Club	7,172		Self funding. Money banked with JPC
King George's Field	35,740		Residue of start-up funding
Sinking Fund	30,000		Funded from Precept; for long-term capital needs
Barford Memorial Hall	4,925		Current balance owned by BMH
Barford Telephone Kiosk	200		Barford Heritage Group bond for future costs
Barford War Memorial	470		Raised by public subscription
Election Expenses (casual elections until 2023)	3,000		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
Public Access Defibrillator	185		Current balance (donated)
Section 106	138,917		Reserved for specific projects
Barford Youth & Community Centre (planned)	20,000		Promissory note; payable on completion.
Key Man Insurance (self-funded)	15,576		75% of Clerk's Salary, ERNI and Office Costs
Total Designated Funds	257,885		
SUMMARY	Cr	Dr	
Closing Balance 31 Mar 22	282,575		
Designated Funds		257,885	
Totals	282,575	257,885	
Discretionary Reserve	24,691		

