

# BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

## Minutes of the Meeting of the Joint Parish Council held in Barford Memorial Hall on Mon 8 September 2025

<b>Present:</b>	Chairman: Cllr J V Murphy Cllr: J D Billingham, R Clay, G Jackson, Mrs S Jarratt, T Merrygold, Mrs R Newsome, P Phillips, B Ranner, M J Sheard, Mrs K E Thomson
<b>Apologies:</b>	Cllr: J T Barrott, J M Hawkesford, H Gadsden
<b>In attendance:</b>	Cllr J Matecki

### Opening

65 The meeting opened at 7:30 pm.

### Declarations of Disclosable Interests

66 None

### Public Question Time

67 4 members of the public attended the meeting.

### Minutes of the JPC Meetings for approval

68 JPC Meeting 14<sup>th</sup> July 25  
JPC Extraordinary Meeting 19<sup>th</sup> August 25  
JPC Planning Meeting 14<sup>th</sup> July 25  
JPC Planning Meeting 5<sup>th</sup> August 25  
JPC Planning Meeting 19<sup>th</sup> August 25

The JPC adopted the minutes as a true record

### Financial Reports

69 Cash Book Balances as at 31<sup>st</sup> August 2025

HSBC £ 25,066.80  
Santander £117,216.82

The JPC took note

70 Receipts and Payments

Date		Payee		Category	Amount
1st June 25	BS	Bank Interest	1	Bank Interest	65.42
2nd June 25	PV025	BYCC	2	Grants	-1,519.00
2nd June 25	BS	Stripe	1	BSC	168.62
2nd June 25	PV028	Barford PCC	2	Grants	-597.00
2nd June 25	PV028	Sherbourne PCC	2	Grants	-597.00
2nd June 25	PV028	Wasperton PCC	2	Grants	-597.00
7th June 25	PV031	H T Williams Pest Control	2	Mole catching services	-120.00
7th June 25	BS	J L Taylor Plot 22	1	Allotments	5.00
9th June 25	PV029	Frank Mann Farmers	2	Mowing & Tennis Courts	-845.96
10th June 25	PV030	Octopus Energy	2	KGF	-33.82
13th June 25	PV032	BYCC	2	AllotmentsWater Bill	-214.69

14th June 25	PV033	Louise Best	2	Internal Auditor Fees	-400.00
16th June 25	PV035	H M Dexter	2	Clerk's Expenses	-31.50
16th June 25	PV034	DCK Payroll Solutions Ltd	2	Payroll Services	-37.80
16th June 25	PV037	Employee 3	2	Employment Exp Salary	-95.40
19th June 25	PV036	T Merrygold	2	Exps Sherbourne noticeboards	-108.22
21st June 25	BS	Bank Charges	2	HSBC Bank Charges	-8.00
25th June 25	BS	JPC Office	2	JPC Office	-75.00
27th June 25	PV038	Employee 1	2	Employment Exp Salary	-1,199.21
30th June 25	BS	Nest	2	Pension	-97.38
1st July 25	BS	Stripe	1	BSC	157.15
1st July 25	BS	Bank Interest	2	Santander Bank Interest	63.36
2nd July 25	PV042	Greenbarnes Ltd	2	2 x noticeboards	-2,634.14
2nd July 25	PV043	Frank Mann Farmers	2	Mowing & Tennis Courts	-845.96
2nd July 25	PV042A	Craftmaster Locksmiths	2	KGF Toilet lock repair	-76.00
2nd July 25	PV040	R Clay	2	Reimburse KGF plumbing costs	-69.66
10th July 25	PV046	Octopus Energy	2	KGF	-29.45
10th July 25	PV044	Smith Construction	2	Power Sweep /Vacuum KGF	-510.00
10th July 25	PV045	Parish Online	2	Website Construction	-408.00
14th July 25	PV047	Employee 3	2	Employment Expenses Salary	-95.40
21st July 25	BS	Bank Charges	2	HSBC Bank Charges	-8.00
23rd July 25	PV051	DCK Payroll Solutions Ltd	2	Payroll Services	-37.80
23rd July 25	PV050	M Sheard	2	Reimburse noticeboard costs	-174.28
24th July 25	BS	HMRC	2	PAYE/NI	-863.11
25th July 25	BS	JPC Office	2	JPC Office	-75.00
28th June 25	PV048	Employee 1	2	Employment Exp Salary	-1,199.01
29th July 25	PV041	J T Window Cleaners	2	Bus Shelters	-60.00
29th July 25	PV053	J T Window Cleaners	2	Bus Shelters	-60.00
29th July 25	PV052	John Murphy	2	Reimburse Noticeboard exp's	-156.28
31st July 25	BS	Nest	2	Pension	-97.38
1st Aug 25	BS	Stripe	1	BSC	246.57
1st Aug 25	BS	Bank Interest	1	Santander Bank Interest	65.53
4th Aug 25	PV054	Frank Mann Farmers	2	Mowing & Tennis Courts	-638.16
4th Aug 25	PV055	Mike Sheard	2	Refurb noticeboards	-52.61
4th Aug 25	PV056	Peter Pierson	2	Refurb noticeboards	-16.31
4th Aug 25	PV057	Waterplus	2	KGF	-94.03
4th Aug 25	PV058	John Murphy	2	Refurb noticeboards	-20.00

4th Aug 25	PV059	Countryside Services	2	Wasperton War Memorial	-31.00
5th Aug 25	PV049	WCC	2	Tree Survey May 25	-1,800.00
5th Aug 25	PV060	DCK Payroll Solutions Ltd	2	Payroll Services	-37.80
10th Aug 25	PV061	St John Baptist	2	Wasperton Notice Board Contribution	-390.00
16th Aug 25	PV068	Employee 3	2	Employment Expenses Salary	-84.20
21st Aug 25	BS	Bank Charges	2	HSBC Bank Charges	-8.00
24th Aug 25	BS	Barford Community Charity	1	Notice Board Contribution	2,195.12
25th Aug 25	BS	Mumpreet Virk	1	BSC Contribution towards lights	250.00
26th Aug 25	BS	JPC Office	2	JPC Office	-75.00
27th Aug 25	TFR	Tfr to Santander	2	Transfer	-
27th Aug 25	TFR	Tfr from HSBC	1	Transfer	40,000.00
28th Aug 25	PV069	Employee 1	2	Employment Exp Salary	-1,350.48
28th Aug 25	PV062	J T Window Cleaners	2	Bus Shelters	-60.00
28th Aug 25	PV063	J V Murphy	2	KGF Hand Dryer	-101.88
28th Aug 25	PV064	Barford Residents Assoc	2	BRA Stop the Quarry	-2,500.00
28th Aug 25	PV065	NALC	2	Training (JVM)	-42.00
29th Aug 25	BS	Nest	2	Pension	-112.95

The JPC endorsed these transactions

#### 70.1 Management Accounts to Aug 25

AUGUST MANAGEMENT ACCOUNTS 2025/26				
	Bdgt 24-25	Bdgt 25-26	Comment	YTD
<b>RECEIPTS</b>				
Allotments Rents	1,663	1,812	Reflects a 6.7% increase in rents	550
Bank Interest	700	700		323
BSC	2,000	1,320		1013
Precept	66,963	71,500		35750
VAT (prior year)	14,000	9,500		9286
WCC Grant Defibrillator/BCC Donation				
Wayleave	5	5		
<b>TOTAL RECEIPTS</b>	<b>85,331</b>	<b>84837</b>		<b>46922</b>
<b>PAYMENTS</b>				
Allotments Hire of Land	680	694	5-year review. Increase to £680 from Sep 24	
Allotments Maintenance/Insce	100	110		137
Allotments Water Supply	250	255		215
Allotments Pest Control	250	240		120
Audit Fees	925	1,000	External Auditor +5%. Internal Auditor +£200	400
Bank Charges	105	120		45
BSC	120	120	Website charges	
SF (KGF)	0	0	Designated Fund to be held at £40k	
Bus Shelters Maintenance	620	650		300

Bus Shelter Refurbishment	0	0			0
Chairman's Allowance	620	650	Indexed (2024 & 2025)	620	1
Election costs	2,500	2,500	Incremental rise to £10k Designated Fund by 2027		2
Employment Expenses	22,905	20,000	2% increase assumed	8010	2
Grants: Churchyard Maintenance	1,761	1,791	Indexed	1791	0
Grants: Community Centres	4,481	4,558	Indexed	4557	4
Insurance Premium	4,000	4,200	Estimate	4012	4
KGF/	5,000	7,500		1676	7
KGF Mowing Charges	6,919	5,000	Rolling contract reviewed 5% increase	2554	5
Newsletter	2,881	3,250	Agreement to track CPI	3254	3
Noticeboards Repair/Replace		3,000		1409	3
Office Accommodation	960	900	Indexed	375	9
Open Spaces Maintenance/		5,250	OSM Designated Fund provides BYCC £40k grant	2448	5
Mowing Charges	5,000	2,500		923	2
Payroll Administration		600		240	6
Pest Control (OSM)	300	350			3
Postage	80	100	Predominantly for sending allotment contracts		5
Printing and Stationery/office	20	200		60	9
Public Clock		275			3
Rectory Paddock	500	734	Fixed annual charge	733	7
Section 137	25	30	Remembrance wreath	2500	9
Subsidiary Powers LGA72 s111					1
Total	0	1,000	Fire Proof Cabinet for Clerk		2
Subs: SLCC	188	228			2
Subs: WALC	710	790		761	2
Tech Gov		3,000		408	3
Training and Seminar Expenses	200	500		84	5
Travel Expenses	80	100		32	9
Venue hire	0	50		40	3
War Memorial Wasperton	124	130		31	0
Youth Advisory Board		1,000			3
<b>TOTAL PAYMENTS</b>	<b>62,304</b>	<b>73375</b>		<b>37735</b>	7
					6
<b>Difference:</b>	<b>23,028</b>	<b>11462</b>		<b>9188</b>	8

EXECUTIVE SUMMARY AUG 25		
Opening balance 2024-25	133,099	
Excess of Income over Expenditure 2025-26	9,188	
Closing balance 2025-26	<b>142,287</b>	
<b>Designated Funds</b>		
Barford Leisure Improvement Scheme:		
Barford Sports Club	10,090	Self funding
King George's Field	8,597	Includes residue of third-party start-up funding
Sinking Fund	40,000	Funded from Precept; for long-term capital needs
Barford Telephone Kiosk	200	Barford Heritage Group bond for future costs
Barford War Memorial	470	Raised by public subscription
Contested Election Costs	7,500	JPC policy to maintain this reserve (2.5K increase 24/25)

Key Man Insurance	17,300	75% of employment costs and office accommodation
Neighbourhood Watch	100	Current Balance
<b>Total Designated Funds</b>	<b>84,257</b>	
<b>SUMMARY 2024-25</b>		
Closing balance	142,287	
Designated Funds	(84,257)	
<b>Discretionary Reserve</b>	<b>58,030</b>	

The JPC approved the Management Accounts to August 25

70.1 Qtr 1 Bank Reconciliation verified by Cllr Billingham – Cllrs took note.

70.2 HSBC Business Savings Account

JPC unanimously approved the opening of an HSBC Business Savings Account.

71 Policies for Review

The Social Media Editorial Policy was reviewed by JPC. With the exception of Remembrance Day and Armistice Day, all celebration days to be removed from the policy. Subject to this change, the policy was adopted by the JPC

72 NALC Pay Scales

JPC took note

73 Fixed Asset Register

Held over to October meeting

74 JPC Email/Website – Supply and Maintenance of .gov.uk domain – update

Clerk to provide each Councillor with one time password to access and set up .gov.uk e-mail. Cllr Ranner will provide instructions for all, on how to access both the old e-mail and the .gov.uk e-mail in one place, to make things easier during this transitional period. When e-mailing Cllrs, Clerk will include both old e-mail address and .gov.uk e-mail address until everyone has completed the transition to .gov.uk Link to be shared to allow Cllrs to view new website. The website still requires some work as some of the transferred information is out of date. This needs to be rectified before the site can be made 'live'.

75 Youth Advisory Board – Update

Cllr Ranner and Cllr Jarratt will host the first meeting, initially to judge interest, which will take place on 2<sup>nd</sup> October at BYCC. The meeting will be promoted in Village Voices, on social media and posters will be displayed on the village notice boards. Cllr Ranner had hoped to meet with Stratford Youth Hub in early September, however it has been a particularly busy time for them and the meeting has yet to be scheduled.

76 Youth Advisory Board – Risk Assessment

Approved and adopted by JPC

77 Parking – Youth and Community Centre

Parking issues have been reported to the BYCC Board. The BYCC did point out that public parking and visitors to KGF also contributed to the number of vehicles. They have circulated leaflets requesting that visitors to BYCC park more sensibly. Whilst the BYCC are not interested in providing parking, it was noted that a number of people had been utilising the land to the side of the building, which is owned by the diocese. The parking situation will continue to be monitored.

78 Barford Public Toilets

The hand dryer has now been installed and is fully functional. The paper towel machines will now be emptied to avoid any future use.  
Cllr Clay is chasing the quote to fit a change over/override switch to allow the toilets to remain open for approved later users.  
To be updated at October meeting.

- 79     Barford Community Directory – currently on Barford Community Portal  
A working party, co-ordinated by Cllr Sheard, will review and update the information on the Barford Community Portal.  
Members of the working party will consist of:  
Cllr Katie Thomson, Cllr Roger Clay, Cllr Murphy and Mrs Helen Clay, representing Barford  
Cllr Merrygold representing Sherbourne  
Cllr Billingham representing Wasperton  
A system will be devised and implemented to ensure that the information on the portal is reviewed and updated regularly for accuracy.
- 80     Local Government Reorganisation Engagement – Parish and Town Council Focus Groups (organised by WDC)  
The deadline for the written submission to Stratford District Council from Parish Councils is 14th September. Due to the short time scales involved, Cllr Ranner has organised an online meeting on Wednesday 10th September at 7pm to which all Cllrs are invited. A response will be formulated from feedback and submitted to SDC by 14th September. Councillors were also invited to submit individual submissions if they wished.
- 81     Local Government Reorganisation and Devolution Survey  
WCC have issued this survey which covers the same topic as agenda item 80. The response to this survey will also be covered in the online meeting on Wednesday 10th September with a deadline for submission of 26th September. WCC were expecting corporate rather than individual submissions.
- 82     Items not on this agenda
- Climate Change Engagement Event  
The Chair reminded all Cllrs of the Climate Engagement Event due to held in Leamington Spa on 17th October.
- Tree Survey  
The Chair advised that following the recent tree survey, work will commence on 29th September. The surveyor will decide if further work needs to be carried out on the Coronation Oak tree once the tree surgeon has dealt with the damage of the fallen limbs.
- Wild Flower Meadow  
The Chair advised that Michael Mann will shortly be mowing the wild flower meadow and disposing of the cuttings.  
They will also be trimming back the overgrown hedges and trees on the school side of the paddock.
- Local Project  
Cllr Clay referred to an offer made by one of the residents who works for JLR who had very kindly offered to put forward the JPC as recipient of help from a team of JLR employees who work, free of charge, on local projects within the community. Work would need to commence in October. Due to the short time scale involved it is not something that the JPC could consider at the moment but would welcome a future opportunity, if we could have a longer lead time to allow for planning. Thanks were passed on to JLR for their kind gesture.
- Noticeboards  
Cllr Sheard updated the JPC on the progress with the noticeboards - 2 of the 4 boards have now been completed, with 2 new noticeboards to be erected.  
The JPC passed on thanks to all those involved for their hard work.

The Clerk passed on her thanks to Cllr Matecki following an award of £1481 from the Councillor Grant Scheme to be used to wards the cost of the noticeboard project.

#### Glebe - Brambles

It was noted that there was a big risk of damage to pedestrians walking past the Glebe due to overhanging thorns and brambles. Clerk to e-mail the property owner and site manager to request that the brambles are cut back.

#### 20mph Scheme

Cllr Matecki referred to the recent meetings regarding the 20mph scheme, specifically relating to Bridge Street/Wellesbourne Road, Barford. This is quite a complicated situation as the speed surveys carried out on the Wellesbourne Road do not meet the criteria for introducing a 20 mph speed limit. Traffic calming measures have been considered and rejected due to street lighting restrictions. Cllr Matecki will keep the JPC informed of further updates.

#### Quarry

With regard to the Quarry, Cllr Matecki continues to have fortnightly meetings during the consultation period which is hoped will be extended as needed, especially in light of the fact that it took Smiths 18 months to put in their response.

#### School Transport

Cllr Thomson referred to the issues caused by the lack of communication in changes to school transport and the resulting impact. The change of school bus means that a number of children now need to leave home 30 to 40 minutes earlier, which will result in leaving home in the dark.

Cllr Matecki explained that due to the considerable costs of school transport, the system needed to be reviewed. A number of issues can affect transport arrangements, for example, families not getting their applications in on time.

Cllr Matecki will be raising concerns with the Chief Executive over how the new school transport was handled, before meeting with officers on Wednesday.

#### Pot Holes

Cllr Merrygold noted that contractors had recently been working on potholes in Watery Lane and Fulbrook Lane. It had taken the Contractors 5 visits to fill in the potholes in what would appeared to have been just 2 days work. Cllr Merrygold asked if the Contractors were paid per visit or per pothole.

Cllr Matecki confirmed that they are paid per pothole. He also advised that the Council had introduced 'Find and Fix' gangs who are tasked with driving around the area, identifying potholes and repairing them. This system seems to be working quite successfully.

83 Closure

There being no further business, the meeting closed at 8.45pm

#### Date of Next Meeting

84 Monday 13<sup>th</sup> October 2025