

## BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

### Minutes of the Meeting of the Joint Parish Council held in Barford Memorial Hall on Mon 14 July 2025

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

#### Opening

41 The meeting opened at 7:30 pm.

#### Declarations of Disclosable Interests

42 None

#### Public Question Time

43 2 members of the public attended the meeting.

#### Minutes of the JPC Meetings for approval

44 JPC Annual Meeting 9<sup>th</sup> June 25  
JPC Planning Meeting 9<sup>th</sup> June 25

The JPC adopted the minutes as a true record

#### Financial Reports

45 Cash Book Balances as at 31<sup>st</sup> May 2025

|           |            |
|-----------|------------|
| HSBC      | £83,435.21 |
| Santander | £77,022.51 |

The JPC took note

Cllr Gadsden recommended that funds were transferred from the HSBC account to the Santander account to maximise the amount of accrued interest. JPC approved.  
Clerk to transfer funds to the Santander account and closely monitor the HSBC account balance to ensure sufficient funds are available at all times.

#### 45.1 Receipts and Payments

| Date      | Payee                     | Category                   | Amount  |
|-----------|---------------------------|----------------------------|---------|
| 01 May 25 | Bank Interest             | Bank Interest              | 63.25   |
| 01 May 25 | Stripe                    | BSC                        | 150.78  |
| 08 May 25 | Godfrey Payton            | Rectory Paddock            | -733.00 |
| 08 May 25 | DCK Payroll Solutions Ltd | Payroll Services           | -88.80  |
| 08 May 25 | J T Window Cleaners       | Bus Shelters               | -60.00  |
| 08 May 25 | Peter Pierson             | Repair to Notice Board     | -23.32  |
| 08 May 25 | Water Plus                | Water Supply KGF           | -39.30  |
| 08 May 25 | Craftmaster Locksmiths    | Repair to KGF mortice lock | -100.00 |
| 09 May 25 | Mike Sheard               | Repair to KGF notice board | -28.88  |
| 14 May 25 | Octopus Energy            | KGF                        | -41.78  |

|           |                           |                                 |           |
|-----------|---------------------------|---------------------------------|-----------|
| 20 May 25 | Frank Mann Farmers        | Mowing & Tennis Courts          | -1,220.45 |
| 20 May 25 | DCK Payroll Solutions Ltd | Payroll Services                | -37.80    |
| 20 May 25 | J V Murphy                | Janitorial Supplies KGF Exp     | -126.49   |
| 20 May 25 | J V Murphy                | Weedkiller OSM                  | -80.40    |
| 20 May 25 | NASLG                     | Allotments                      | -136.50   |
| 21 May 25 | HSBC Charges              | Bank Charges                    | -13.00    |
| 24 May 25 | Employee 3                | Employment Exp Salary           | -84.20    |
| 24 May 25 | J V Murphy                | Stationery (laminating pockets) | -59.94    |
| 25 May 25 | Find Signage Ltd          | OSM (Bylaw Signs)               | -567.12   |
| 25 May 25 | WALC                      | Training                        | -42.00    |
| 27 May 25 | VAT Refund                | VAT Refund 2024                 | 9,286.33  |
| 27 May 25 | JPC Office                | JPC Office                      | -75.00    |
| 28 May 25 | Employee 1                | Employment Exp Salary           | -1,368.41 |
| 28 May 25 | Gallagher Insurance       | Hiscox Insce Policy             | -4,012.08 |
| 30 May 25 | Nest                      | Pension                         | -97.38    |
| 31 May 25 | Barford Memorial Hall     | Grants                          | -1,519.00 |
| 31 May 25 | Wasperton Village Hall    | Grants                          | -1,519.00 |
| 31 May 25 | St Peters Barford         | Newsletter                      | -3,254.40 |
| 31 May 25 | J T Window Cleaners       | Bus Shelters                    | -60.00    |

The JPC endorsed these transactions

#### 45.2 Management Accounts to May 25

| MAY MANAGEMENT ACCOUNTS 2025/26      |               |              |                                                  |              |              |
|--------------------------------------|---------------|--------------|--------------------------------------------------|--------------|--------------|
|                                      | Bdgt 24-25    | Bdgt 25-26   | Comment                                          | YTD          | FOO          |
| <b>RECEIPTS</b>                      |               |              |                                                  |              |              |
| Allotments Rents                     | 1,663         | 1,812        | Reflects a 6.7% increase in rents                | 545          | 1,812        |
| Bank Interest                        | 700           | 700          |                                                  | 129          | 700          |
| BSC                                  | 2,000         | 1,320        |                                                  | 190          | 1,320        |
| Precept                              | 66,963        | 71,500       |                                                  | 35750        | 71,500       |
| VAT (prior year)                     | 14,000        | 9,500        |                                                  | 9286         | 9,286        |
| WCC Grant Defibrillator/BCC Donation |               |              |                                                  |              |              |
| Wayleave                             | 5             | 5            |                                                  |              | 5            |
| <b>TOTAL RECEIPTS</b>                | <b>85,331</b> | <b>84837</b> |                                                  | <b>45901</b> | <b>84623</b> |
| <b>PAYMENTS</b>                      |               |              |                                                  |              |              |
| Allotments Hire of Land              | 680           | 694          | 5-year review. Increase to £680 from Sep 24      |              | 694          |
| Allotments Maintenance/Insce         | 100           | 110          |                                                  | 137          | 250          |
| Allotments Water Supply              | 250           | 255          |                                                  |              | 255          |
| Allotments Pest Control              | 250           | 240          |                                                  |              | 240          |
| Audit Fees                           | 925           | 1,000        | External Auditor +5%. Internal Auditor +£200     |              | 1,000        |
| Bank Charges                         | 105           | 120          |                                                  | 21           | 60           |
| BSC                                  | 120           | 120          | Website charges                                  |              | 120          |
| SF (KGF)                             | 0             | 0            | Designated Fund to be held at £40k               |              | 0            |
| Bus Shelters Maintenance             | 620           | 650          |                                                  | 120          | 650          |
| Bus Shelter Refurbishment            | 0             | 0            |                                                  |              | 0            |
| Chairman's Allowance                 | 620           | 650          | Indexed (2024 & 2025)                            | 620          | 1,251        |
| Election costs                       | 2,500         | 2,500        | Incremental rise to £10k Designated Fund by 2027 |              | 2,500        |

|                                    |               |              |                                               |              |              |
|------------------------------------|---------------|--------------|-----------------------------------------------|--------------|--------------|
| Employment Expenses                | 22,905        | 20,000       | 2% increase assumed                           | 2816         | 20,000       |
| Footpath                           |               |              |                                               |              |              |
| Grants:BYCC                        | 0             | 0            |                                               |              | 0            |
| Grants:BYCC                        | 0             | 0            |                                               |              | 0            |
| Grants: Churchyard Maintenance     | 1,761         | 1,791        | Indexed                                       |              | 1,791        |
| Grants: Community Centres          | 4,481         | 4,558        | Indexed                                       | 3038         | 4,558        |
| Grants: BYCC                       | 0             | 0            |                                               |              | 0            |
| Insurance Premium                  | 4,000         | 4,200        | Estimate                                      | 4012         | 4,012        |
| KGF/                               | 5,000         | 7,500        |                                               | 761          | 7,500        |
| KGF Mowing Charges                 | 6,919         | 5,000        | Rolling contract reviewed 5% increase         | 938          | 5,000        |
| Newsletter                         | 2,881         | 3,250        | Agreement to track CPI                        | 3254         | 3,254        |
| Noticeboards Repair/Replace        |               | 3,000        |                                               | 52           | 3,000        |
| Office Accommodation               | 960           | 900          | Indexed                                       | 150          | 900          |
| Open Spaces Maintenance/           |               | 5,250        | OSM Designated Fund provides BYCC £40k grant  | 648          | 5,250        |
| Mowing Charges                     | 5,000         | 2,500        |                                               | 210          | 2,500        |
| Payroll Administration             |               | 600          |                                               | 127          | 600          |
| Pest Control (OSM)                 | 300           | 350          |                                               |              | 350          |
| Postage                            | 80            | 100          | Predominantly for sending allotment contracts |              | 100          |
| Printing and Stationery/office     | 20            | 200          |                                               | 60           | 200          |
| Public Access Defibrillator        |               |              |                                               |              |              |
| Public Clock                       |               | 275          |                                               |              | 0            |
| Rectory Paddock                    | 500           | 734          | Fixed annual charge                           | 733          | 733          |
| Section 137                        | 25            | 30           | Remembrance wreath                            |              | 30           |
| Subsidiary Powers LGA72 s111 Total | 0             | 1,000        | Fire Proof Cabinet for Clerk                  |              | 1,000        |
| Subs: SLCC                         | 188           | 228          |                                               |              | 228          |
| Subs: WALC                         | 710           | 790          |                                               | 761          | 790          |
| Tech Gov                           |               | 3,000        |                                               |              | 3,000        |
| Training and Seminar Expenses      | 200           | 500          |                                               | 42           | 500          |
| Travel Expenses                    | 80            | 100          |                                               |              | 100          |
| Venue hire                         | 0             | 50           |                                               | 40           | 50           |
| War Memorial Wasperton             | 124           | 130          |                                               |              | 130          |
| Youth Advisory Board               |               | 1,000        |                                               |              | 1,000        |
| <b>TOTAL PAYMENTS</b>              | <b>62,304</b> | <b>73375</b> |                                               | <b>18539</b> | <b>73596</b> |
|                                    |               |              |                                               |              |              |
| <b>Difference:</b>                 | <b>23,028</b> | <b>11462</b> |                                               | <b>27362</b> | <b>11027</b> |

| EXECUTIVE SUMMARY MAY 25                  |                 |                                                           |
|-------------------------------------------|-----------------|-----------------------------------------------------------|
| Opening balance 2024-25                   | 133,099         |                                                           |
| Excess of Income over Expenditure 2025-26 | 11,027          |                                                           |
| Closing balance 2025-26                   | <b>144,126</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                           | 144,126         |                                                           |
| Designated Funds                          | <b>(84,257)</b> |                                                           |
| <b>Discretionary Reserve</b>              | <b>59,869</b>   |                                                           |

The JPC approved the Management Accounts to May 25

## Policies for Review

### 46 Harassment and Bullying Policy

One minor amendment to paragraph 7

We recognise that we have a duty to implement this policy and all employees and councillors are expected to comply with it. We will also endeavour to review this policy at regular annual intervals in order to monitor its effectiveness.

JPC reviewed and adopted

### 46.1 CCTV – KGF Policy

JPC reviewed and adopted

### 46.2 Freedom of Information Policy

In the existing Policy there are three references to the 'Trust'. This word has been replaced with 'Council'

JPC reviewed and adopted

## Fixed Asset Register

- 47 Detailed within the Fixed Asset Register are several entries relating to stage payments for KGF. Each entry has been depreciated from the date of payment. Cllr Sheard recommended that best practice would have been to record the asset as a whole once the project had been completed and depreciate from that date.
- It was also suggested that a more detailed description of each entry within the register's 'long list' would be helpful.
- Cllrs Sheard and Clay to review the Register and present a revised version at the September meeting.
- As and when KGF assets needed to be repaired or replaced, the sinking fund would be utilised to cover costs.
- Cllr Merrygold commented that if we dip into the sinking fund, it should be topped back up to 40k. The fund value of £40k had been frozen at the time of the 'spending crisis', Cllr Phillips recommended increasing the sinking fund in annual increments of £5k. Clerk to accommodate a £5k increase in next year's budget.

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

- 48 The domain name was approved on 3<sup>rd</sup> June and Parish Online have now set up the new website and e-mail system, although it is not currently 'live'. The Clerk is arranging for a meeting with the existing website supplier to discuss transferring the content to the new .gov.uk domain website.
- Update to be presented at September meeting.

## Youth Advisory Board

- 49 The Risk Assessment document has been drafted and has been sent to be reviewed by a colleague of Cllr Ranner who is experienced in this field.
- Cllr Ranner has contacted Stratford Youth Hub who are happy to meet with the JPC and are looking to schedule for early September.

## JPC Social Media – Editorial Policy

- 50 Cllr Ranner confirmed that development of this policy was still in progress. Social media posts reminding residents of the consultation period for the revised planning documents for the proposed Barford Quarry had been prepared and was ready to be launched two weeks prior to the start of the consultation period. The posts run throughout the consultation period.

## Parking – Youth and Community Centre

- 51 Parking issues have arisen due to the number of visitors attending events held at the Barford Youth and Community Centre.

It was suggested that the church could be approached to see if the land to the side of the building, which is owned by the diocese, could be used as a dedicated car park. The chairman reminded the JPC that Planning had originally objected to vehicular access to the BYCC due to various hazards making access dangerous. It was noted that whilst Planning had objected to vehicular access, this is countered by the congestion caused by an excessive number of vehicles parking on the roads. A number of suggestions were raised, however it was decided that the first step should be to bring the concerns of the residents to the notice of the BYCC to get their feedback.

#### Barford Public Toilets

- 52 Measures to curb future incidents of vandalism were discussed.  
A budget of £300 was proposed and agreed by the JPC  
The Chairman recommended the replacement of blue towels with a hand dryer at a cost of +/- £100 plus fitting – JPC Agreed  
Cllr Clay to arrange for a quote to fit a change over switch which will allow the toilets to remain open for the periods permitted under Bylaws and also after dusk to accommodate activities that are played under flood-lit conditions.

#### Future of Neighbourhood Planning Support Services

- 53 Barford Sherbourne and Wasperton Joint Parish Council acknowledges that:  
Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.  
The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish councils.  
Neighbourhood Plans contribute to more democratic, locally-informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.  
Therefore it is resolved to –  
Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.  
Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.  
Write to the local MP and Secretary of State for Housing Communities and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.  
The Chairman to draft the communication based on NALC template.

#### To Receive Report of Parish Councillors

- 54 Referring to a previous debate, Cllr Phillips advised that WDC had finally confirmed that Flat Rabbit Road was a colloquialism and the correct name was Barford Road.

Cllr Phillips reported that WDC was working on the interim plan to identify Local Government Reorganisation proposals for WDC. The submission date for the plan is November 25.

Cllr Matecki mentioned that Pooley Country Park in North Warwickshire was providing interactive entertainment for children, a refurbished play area and indoor soft play for under 5's. Admission is free.

Cllr Matecki advised that Warwickshire County Council have set up a website for reporting nuisance bikes in your area – [www.warwickshire.gov.uk/dobemin](http://www.warwickshire.gov.uk/dobemin)  
To report speeding motorists – [www.warksspwpconcerns.gov.uk](http://www.warksspwpconcerns.gov.uk)

Cllr Sheard asked if there had been an update following the police investigation into the vandalism of the KGF toilets – No further details, Cllr Sheard to chase update.

Cllr Clay reported concerns about the signage for the mini roundabout following reports of several near misses. The signs contain different information depending on which road you approach the mini roundabout. Cllr Matecki to report back to council department responsible.

Cllr Barrott remarked that the tourist (brown) signs for the Glebe Hotel needed to be changed

as the establishment no longer existed. The signs were funded by the Glebe Hotel, however as the hotel has now gone, Cllr Matecki will investigate who should now take responsibility.

Cllr Barrott reported that a number of residents were concerned that the construction company working on the Glebe Hotel site were undertaking works and demolition without permission. It is believed that the enforcement team had been informed. As the development plans have now changed, work has been stopped and the developers must apply for new planning permission as it appears that the current intentions vary significantly from the approved plans.

#### Closure

55      There being no further business, the meeting closed at 8.50pm

#### Date of Next Meeting

56      Monday 8<sup>th</sup> September 2025