



STAFFORDSHIRE  
**POLICE**

# **Barton-under-Needwood Parish Council Meeting – 02.06.2022**

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The Figures stated below incorporate the Policing Area known as "Needwood". This incorporates the villages of Barton-under-Needwood, Catholme, Rangemore, Tatenhill and Wychnor. All figures, unless stated otherwise, incorporate a twelve month period which in this instance captures data from 29/05/2021 to 29/05/2022.

## **Crime**

### **Overall**

25% increase this year compared to last year – 173 incidents last year to 216 incidents this year, an increase of 43 crimes

### **Biggest Reductions – Top Three**

Business Robbery – 1 incident last year to 0 incidents this year

Possession of Weapons – 1 incident last year to 0 incidents this year

Other Offences – 7 incidents last year to 3 incidents this year

### **Biggest Increase**

There has been an increase of reports of Vehicle Interference. This has risen from 1 incident last year to 6 incidents this year.

### **Pattern or Trend**

There have been no recent patterns or trends in this rural area. Regular patrols are carried out along all roads and Hot Spot Locations. Targeted patrols are taking place in various location around Barton to counter specific but unrelated incidents. Incidents must be reported through official channels. An email to the local PCSO is not the correct method of reporting a crime.

## Focused Crime Prevention advice

### **Social Media Compromise**

This has been a continuing problem for several months and recent crime trends from the West Midlands region are still reflecting this. Instagram, Facebook, SnapChat and Email seem mostly affected, typically due to poor passwords, clicking malicious links in posts and messages through social media platforms, sometimes via contacts whose accounts have already been compromised by cyber criminals. Ages impacted are mainly 16 – 49 years, with Instagram seeing peaks between 25 to 34 and SnapChat affecting the younger demographic at 16 to 24. People may be tech savvy, but we need to be cyber savvy too, to stay safer online.

### **What can you do?**

- **Use strong passwords** – Make sure passwords are strong using 'ThreeRandomWords'. Remember, longer passwords are better and it's a good idea to add extra strength with use of symbols and number like this:
  - **Telephoneradiatorspaghetti** - good password
  - **Te)epH0nerad1ar0tsp&gHettI** – better password
- **Use different passwords** – Passwords are like keys, if you use the same password and one of your accounts becomes compromised, other accounts will quickly become affected, so it's important to use different passwords for online accounts
- **Turn on Multi Factor / Two Factor authentication** – This adds another security layer to online accounts, so if a password becomes compromised, this helps keep criminals out
- **Update** – Ensuring operating systems and apps are fully updated helps fix vulnerabilities or 'holes' keeping bugs at bay, always update as soon as you can
- **Be vigilant to posts and messages** – Avoid automatically clicking! Whether it's a link, post, photo or video, even if it appears to come from a friend, if something seems off, it could be their account has been hacked
- **Review privacy settings** – What does your online profile say about you? It's a good idea to set parameters for your profile and review privacy settings from time to time, especially after a software update, just in case they reset to default!

Now is a good time to review cyber security measures and remind family and friends to review theirs too. **Everyone needs to be cyber secure**, but it can be daunting; start with 'Cyber Aware' principles which build a great foundation for all users for better cyber security: <http://www.ncsc.gov.uk/cyberaware/home>

## ASB

### Overall

Reports of Anti-Social Behaviour have decreased over the year from 66 incidents last year to 44 incidents this year, a decrease of 33%.

### Biggest Reduction

There has been a decrease in reports of Substance Misuse – 1 incident last year to 0 incidents this year

### Biggest Increase

There have been no increases in any ASB category for this period

### HOT Spot Locations

The following areas are being patrolled as per our current patrol plan: Holland Park Sports Club, adjacent car parks and drive ways, the fishpond, Collinson Road Park, Oak Road Shops, short-cuts around Fallowfield Drive and the brook, Captains Lane, Mill Lane, and the general Barton area. The industrial estates and more rural access around the village are utilised to assist in patrolling more remote areas.

## Community engagement

Contact details of the Ward Team are:-

- PCSO Tim Leathers – [timothy.leathers@staffordshire.pnn.police.uk](mailto:timothy.leathers@staffordshire.pnn.police.uk)
- PC John MacDonald – [john.macdonald@staffordshire.pnn.police.uk](mailto:john.macdonald@staffordshire.pnn.police.uk)
- Sgt Helen Kirkland – [helen.kirkland@staffordshire.pnn.police.uk](mailto:helen.kirkland@staffordshire.pnn.police.uk)

### Smart Alert

Be SMART and Keep Updated – Get FREE, Localised Crime Alerts and Community Safety advice by utilising the Staffordshire Smart Alert App. This is available FREE and is available for both Apple and Android devices. You can also get Email alerts through the following website; [www.staffordshiresmartalert.uk/staffs//](http://www.staffordshiresmartalert.uk/staffs//)

## Digital 101

Digital 101 means that Members of the public can now report non-emergency incidents or make general enquires to Staffordshire Police through the force's main Twitter and Facebook accounts.

Staffordshire Police is one of the first forces to facilitate crime reporting through social media and this development supports the force's ongoing work to develop new and more convenient ways for the public to make contact with the police, anywhere, any time. It's also the latest development in the force's transformational programme, following the launch of its new operating model last summer.

Staffordshire Police is committed to providing the best possible service to the communities it serves and to delivering a modern police service reflective of modern-day needs.

The service launched on 4th March 2019 and is available to the public 7am – midnight, seven days a week. Members of the public can contact the force through its Facebook Account using the message facility or Facebook Messenger, Twitter users can Direct Message us via the Staffordshire Police Twitter Account @StaffsPolice

# Barton under Needwood Parish Council

## Finance Committee Meeting

Monday 6 June 2022; 2pm

In attendance: G Hughes, A Jones, J Taylor, S van Daesdonk, D. Lord, S Rumsby

1. Proposal received for Cllr G Hughes to stand as Chairman; Cllr Hughes duly appointed for the ensuing year.
2. No apologies had been received. Cllrs noted that Cllr L Young had not attended for some time and it may therefore be prudent to appoint another Councillor who could contribute.
3. Committee Terms of Reference were reviewed and subject to minor noted alteration were approved for recommendation to full Council.
4. Annual Governance and Accountability Return. Recommend approval of the following:
  1. Summary of Assets reviewed and accepted. RFO to compile a separate more detailed asset register for Council and insurance purposes.
  2. Explanation of Significant variances accepted
  3. Year End Bank Reconciliation and Receipted and Payments account accepted as already presented
  4. Internal Auditor Report reviewed and accepted
  5. Council's Annual Governance Statement (page 4 of the AGAR) reviewed and approved.
  6. Accounting Statements reviewed and approved (page 5 of the AGAR)
  7. Confirmation regarding the exercise of public rights and Notice of Appointment of the Date approved.

The Committee propose this report be noted and all recommendations accepted at the next full Parish Council meeting.

There being no other business, the meeting closed at 2.40pm

## Barton under Needwood Parish Council



Clerk to the Council / Responsible Financial Officer:

Siobhan Rumsby  
Parish Council Office  
Village Hall  
Crowberry Lane  
Barton-under-Needwood  
Burton upon Trent  
DE13 8AF  
01283 716059

[clerk@bartonunderneedwood-pc.gov.uk](mailto:clerk@bartonunderneedwood-pc.gov.uk)  
[www.bartonunderneedwood-pc.gov.uk](http://www.bartonunderneedwood-pc.gov.uk)

## Finance Committee Terms of Reference Updated June 2022

### Introduction

This Terms of Reference sets out the purpose of the Finance Committee and how it will operate

### Purpose of Committee

The Committee will ensure that the Council's finances and statutory obligations are conducted in accordance with legislation, statutory regulations and good practice. To consider and make recommendations to full Council on the following:

1. Budget – during November/December each year, after taking into consideration the expected expenditure and income together with any proposed projects, prepare for recommendation to Council an annual budget and the precept required to be levied for the following financial year.
2. Audit – oversee the annual audit, in condition with the appointed internal auditor, and on its completion, recommendation of its acceptance to full Council for subsequent submission to the External Auditor.
3. Periodically, to assess the Budget and make recommendations to full Council on any amendments or virements required.
4. Alert the Parish Council to any shortfall or overspending during the financial year.
5. Ensure that sufficient funds are available to:
  - a. Carry out the day to day work of the Parish Council
  - b. Evaluate proposed projects
  - c. Ring-fence monies for future spend
6. The Committee will include the Responsible Financial Officer of the Parish Council as a permanent member of the committee and may co-opt any other person the committee may consider of value in carrying out its purpose.

## Delegated Authority

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on matters connected with the Council's role and functions in responding to the matters outlined above (*purpose*) and related issues.

- To authorise the Responsible Financial Officer to take the necessary action to implement approved decisions of full Council.

**MEETINGS:** Schedule meetings as necessary to meet the deadlines set by the Council

**MEMBERSHIP:** To be drawn from members of the Council as required.

**QUORUM:** Three members

**CHAIRMAN:** The Chairman of the Committee shall be decided at the first meeting of the Committee in each new financial year by a simple majority.

**EXTERNAL ATTENDEES:** As required.

**PUBLIC PARTICIPATION:** Meetings will be open to the public.

**WORKING PARTIES:** May be set up for specific time-limited tasks as required

# Barton under Needwood Parish Council

## Accounts for the year ended 31st March 2022

Updated by Siobhan Rumsby, RFO

### Summary of Assets & Liabilities

Fixed Assets	2021 - 2022	2020-2021	2019-2020
	£	£	£ Re-stated
<b>Community Assets :</b>			
Village Hall & Car Park	1,175,102	1,175,102	1,175,102 1989 rebuild value
Fishponds & Surrounds	1	1	1
Burial Ground	1	1	1
Collinson Road Playing Field	1	1	1
Ashtree Road Open Space	1	1	1
War Memorial	1	1	1
St James' Garden	1	1	1
Holland Sports Club	1	1	1
<b>Other Fixed Assets</b>			
Gardening Equipment	1,058	1,100	1,100
Playground Equipment	65,352	65,352	65,352
Office Equipment	4,007	2,622	2,622
Other Items	74,098	70,609	47,046
<b>Total</b>	<b>1,319,624</b>	<b>Total 1,314,792</b>	<b>Total 1,291,229</b>
Bank Balances	119,552	132,532	126,505
<b>Total Assets</b>	<b>1,439,176</b>	<b>1,447,325</b>	<b>1,417,734</b>
Difference (Fixed Assets)	4,832	23,563	

+/- Capital Expenditure	2020-2021	2021-2022	Date of Acquisition	Acquisition Value	Insurance Value	Replacement Value	Change 2019-2020
<b>Total Change</b>	<b>70,609</b>	<b>75,441</b>					
Mountfield Elite Mower			10-Jun-21	358	358	358	70,967
Mountfield Mower decomissioned			03-Mar-11	-399	-399	-399	70,568
Fishpond aerator			10-Jun-21	795	795	795	71,363
Fishpond aerator decomissioned			25-Jul-16	-934	-934	-934	70,429
Samsung Monitor			13-Oct-21	129	129	129	70,558
Dell XPS laptop			05-Nov-21	1,645	1,645	1,645	72,203
HP Pavilion laptop decomissioned			18-Apr-17	-389	425	425	71,814
Noticeboard at Village Hall			22-Nov-21	523	523	523	72,337
Noticeboard at Potters Way			23-Dec-21	1,404	1,404	1,404	73,741
Noticeboard Potters Way decomissioned			10-Oct-17	-2,500	-2,500	-2,500	71,241
Benches x 4 Main St			20-Jan-22	4,200	4,200	4,200	75,441
<b>Total Difference</b>				<b>4,832</b>			

### Barton under Needwood Parish Council - Summary of Assets

S. Rumsby, RFO, 16/5/22



## Explanation of Significant Variances greater or less than 15% - Barton under Needwood Parish Council

Year Ended 31 March 2022

S. Rumsby, RFO

Box		Year Ending		Variance	%	Explanation
		31/03/2021	31/03/2022			
1	Balances b/f	126,504	132,532	6,028	4.77	
2	(+) Precept	64,893	63,876	-1,017	-1.57	
3	(+) Total other receipts	57,532	62,014	4,482	7.79	
4	(-) Staff costs	48,363	50,685	2,322	4.80	
5	(-) Loan interest/capital repayments	0	0	0	0.00	
6	(-) All other payments	68,035	88,788	20,753	30.50	Oil contamination clean up at fishpond £4740; bank revetment project £16,891
7	(=) Balances c/f	132,532	117,130	-15,402	-11.62	Earmarked Funds - see attached schedule
8	Total value of cash and short term investments	132,532	119,552	-12,980	-9.79	
9	Total fixed assets plus long term investments and assets	1,314,792	1,319,624	4,832	0.37	Assets added totalling £9,054, Assets decomissioned totalling -£4222 see attached Summary of Assets

Barton under Needwood Parish Council

**Earmarked Reserves**

B/f 2020/21	Description	Amount Spent 2020/21	New amount added 2021/22	Amount Spent 2021/22	Proposed c/f 2022/23	Minuted Approval Full Council
35,000	Car Park Maintenance and resurface	0.00	8,682.00	1,383.95	35,000.00	6.1.22
3,500	Benches		5,500.00	3,500.00	0.00	
0	Climate Fund (Fishpond	0.00	500.00	0.00	500.00	3.3.22
0	Resident funding Fishpond contamination prevention	0.00	700.00	0.00	700.00	3.2.22
0	Burial Ground Remedial Works	0.00	5,000.00	0.00	5,000.00	6.1.22
2,000	Green Space Projects	0.00	1,000.00	0.00	3,000.00	6.1.22
8,500	Infants school traffic calming	0.00	0.00	8,500.00	0.00	
426.80	Full Brook Clearance funds (SCC)	1,573.20	0.00	0.00	426.80	6.1.22
3,750	Election Expenses	0.00	1,875.00	0.00	5,625.00	6.1.22
Total Reserves					<b>50,251.80</b>	

<b>Barton under Needwood Parish Council</b>			<b>Bank Reconciliation as per statements at:</b>		31-Mar-22
Lloyds Current A/C			£	2,001.00	
Lloyds Deposit (Instant Access) A/C			£	43,546.83	
National Savings			£	73,853.99	
Petty Cash			£	150.00	
<b>Total Bank Balances</b>					<b>£ 119,551.82</b>
<u>Add Credits not on Statement</u>					
				£0.00	<b>£ 119,551.82</b>
<u>Less unrepresented payments:-</u>					
				£0.00	<b>£ 119,551.82</b>
<b><u>Opening Balances :-</u></b>			<b><u>Bank Statements as at 31st March 2021</u></b>		
Lloyds Current A/C		£	2,001.00		
Lloyds Deposit A/C		£	56,534.85		
National Savings		£	73,846.60		
Petty Cash		£	150.00		
Parish Council -			<b>Total</b>	<b>£ 132,532.45</b>	
<i>Add Receipts to date</i>		£	128,311.11		
<i>Less Expenditure to date</i>		£	141,291.74		
Total Cash and Investments as at -				<b>£ 119,551.82</b>	
				<b><u>Difference</u></b>	-£ 0.00
RFO, S. Rumsby					

<b>Barton under Needwood Parish Council</b>		<b>Receipts and Payments Account</b>			
S. Rumsby, RFO - 31 March 2022					
<b>Receipts</b>		<b>2021/2022</b>	<b>2020/2021</b>		
Local Authority Precept		£ 63,875.98	£ 64,893.28		
Local Authority Other		£ 2,421.00	£ 1,865.00		
Burial Ground		£ 11,366.00	£ 11,531.00		
Rents - Allotments, Fishing & Holland Sports		£ 6,105.06	£ 3,263.50		
Investment Income (Interest)		£ 13.54	£ 406.88		
VAT Reimbursement		£ 8,246.65	£ 6,039.80		
Other + Grants & Donations		£ 18,365.50	£ 18,494.46		
Car Park		£ 8,682.00	£ 8,503.43		
Village Hall Salary contra		£ 9,235.38	£ 7,428.40		
Credits not on statement		£ -	£ -		
		<b>£ 128,311.11</b>	<b>£ 122,425.75</b>		
<b>Payments</b>					
Salary / Wages		£ 50,684.51	£ 48,283.27		
Administration		£ 9,176.60	£ 8,953.44		
Burial Ground		£ 1,915.75	£ 2,326.88		
Allotments		£ 1,879.77	£ 1,016.06		
Fishpond		£ 3,441.00	£ 2,839.34		
Donations & S.137 payments		£ 668.70	£ 433.10		
Capital Expenditure		£ 7,174.51	£ 23,563.48		
General Payments inc Maintenance & Repairs		£ 5,886.39	£ 2,010.82		
P & OS Grasscutting/Grounds Maintenance		£ 12,657.22	£ 7,884.53		
Special Projects		£ 27,914.40	£ 1,573.20		
Lengthsman		£ 1,818.96	£ 835.96		
Car Park		£ 1,383.95	£ 2,697.30		
VAT Payable		£ 9,497.59	£ 8,246.13		
Village Hall Salary contra		£ 7,008.76	£ 5,734.48		
Vec		£ 183.63			
Unpresented cheques		£ -	£ -		
		<b>£ 141,291.74</b>	<b>£ 116,397.99</b>		
Net Income for the Year to date		-£ 12,980.63	£ 6,027.76		
Add Cash Balances B/Fwd 1st April		£ 132,532.45	£ 126,504.69		
		<b>£ 119,551.82</b>	<b>£ 132,532.45</b>		
<b>Represented By Cash Balances</b>					
Current Account		£ 2,001.00	£ 2,001.00		
High Interest A/C (Closed)					
Deposit Accounts		£ 43,546.83	£ 56,534.85		
Petty Cash		£ 150.00	£ 150.00		
National Savings Account		£ 73,853.99	£ 73,846.60		
<b>Total Cash Balances</b>		<b>£ 119,551.82</b>	<b>£ 132,532.45</b>		
	Reconcillation	£ 0.00			

# TOPLIS ASSOCIATES LTD.

STREETHAY LODGE  
STREETHAY  
LICHFIELD  
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

18 May, 2022

The Chairman  
Barton under Needwood Parish Council  
c/o Mrs S Rumsby - Clerk  
Village Hall  
Crowberry Lane  
Barton under Needwood  
DE13 8AF

Dear Councillor

## **Conclusion of Internal Audit of your Parish Council For the year ended 31<sup>st</sup> March 2022**

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Form 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2021-22 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Joint Panel on Accountability and Governance Practitioners Guide March 2021.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

Registered Office as above  
Registered in England No 3219234



This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2021-22 is attached.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £50,252) is 1.08 years. We consider this still to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter but we have taken the liberty of attaching page 38 of the Practitioners Guide 2021 which in para 5.32 gives guidance on General Reserves.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by NALC in July 2019. The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 and contain a number of important legal changes;
3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either

appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching):

5. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2021/22 and offer ourselves for re-appointment. You may use either our company name or refer to Alan Toplis & Kim Squires by name in the minutes;
6. If your council wishes to carry forward earmarked funds at the yearend these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

*In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights), the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years*

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink, reading "Alan Toplis". The signature is written in a cursive style with a long horizontal stroke extending to the right.



for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.

- 5.29. In deciding whether it is appropriate to make long-term investments, the authority should follow the Guidance on local government investments issued by MHCLG with effect from 1 April 2018.
- 5.30. The authority's investment strategy will set out management arrangements for the investments held and procedures for determining the maximum periods for which funds may prudently be committed. The strategy should ensure and demonstrate that the authority has properly assessed the risk of committing funds to longer term investments and complies with legislative requirements. Long-term investments in assets whose capital values may fluctuate carry considerable risks and require active management. Investment management is a specialist area. Authorities may wish to seek independent professional assistance when developing their investment strategy.

#### Reserves:

- 5.31. As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.
- 5.32. General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.
- 5.33. Earmarked and Other Reserves — None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.



# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
<b>L.</b> The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
<b>M.</b> The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability 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 Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

# Annual Internal Audit Report 2021/22

## BARTON\_UNDER\_NEEDWOOD PARISH COUNCIL

www.bartonunderneedwood-pc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

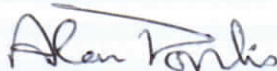
Date(s) internal audit undertaken

30/11/2021 18/05/2022

Name of person who carried out the internal audit

A.Toplis/K.Squires - Toplis Associates Ltd

Signature of person who carried out the internal audit



Date

18/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Attachment 3

### Confirmation regarding the exercise of public rights

Parish Council name: BARTON UNDER NEEDWOOD PARISH COUNCIL

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 1 July 2022.

The elector's rights must start **EXACTLY** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council.

**Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.**

(see calendar guide overleaf)

The inspection period commences on: \_\_10 June 2022\_\_\_\_\_

And ends on: \_\_\_\_\_21 July 2022\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_9 June 2022\_\_\_\_\_

Position held: CLERK/RFO



## Attachment 3.2

Local council name: BARTON UNDER NEEDWOOD PARISH COUNCIL

### Notice of appointment of date for the exercise of public rights

**Accounts for the year ended 31<sup>st</sup> March 2022**

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>  9 June 2022  </u> (a) www.bartonunderneedwood-pc.gov.uk</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2022 these documents will be available on reasonable notice on application to:</p> <p>(c) Mrs Siobhan Rumsby (Clerk/RFO) Barton under Needwood Parish Council, Village Hall, Crowberry Lane, Barton under Needwood, Burton upon Trent, DE13 8AF</p> <p>commencing on (c) <u>  10 June 2022  </u></p> <p>and ending on (d) <u>  21 July 2022  </u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>the opportunity to question the auditor about the accounts; and</li> <li>the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by (e)) Mrs Siobhan Rumsby (CLERK/RFO)</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c )And</p> <p>(d)The inspection period must be 30 working days in total and commence no later than 1 July 2022.</p> <p>(e) Insert name and position of person placing the notice</p>
--	--

<b>Barton under Needwood Parish Council</b>			<b>Bank Reconciliation as per statements at:</b>		31-May-22
Lloyds Current A/C			£	2,001.00	
Lloyds Deposit (Instant Access) A/C			£	71,474.23	
National Savings			£	73,853.99	
Petty Cash			£	150.00	
<b>Total Bank Balances</b>					<b>£ 147,479.22</b>
<u>Add Credits not on Statement</u>					
				£0.00	<b>£ 147,479.22</b>
<u>Less unrepresented payments:-</u>					
				£0.00	<b>£ 147,479.22</b>
<b><u>Opening Balances :-</u></b>		<b><u>Bank Statements as at 31st March 2021</u></b>			
Lloyds Current A/C		£	2,001.00		
Lloyds Deposit A/C		£	43,546.83		
National Savings		£	73,853.99		
Petty Cash		£	150.00		
Parish Council -		<b>Total</b>	<b>£ 119,551.82</b>		
<i>Add Receipts to date</i>		£	44,537.30		
<i>Less Expenditure to date</i>		£	16,609.90		
Total Cash and Investments as at -			<b>£ 147,479.22</b>		
				<b><u>Difference</u></b>	£ -
<u>RFO, S. Rumsby</u>					

**Barton under Needwood Parish Council - Receipts and Payments Monthly Summary**

**Item 6.1.8**

2022-2023

<b>Receipts</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>
Rents	725.00	75.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
Interest	0.41	0.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.92
ESBC	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00
LA Other	3,932.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,932.50
Burial Ground	1,065.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,515.00
Fishpond	966.93	225.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,371.93
VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BVH Sal, Tax & NIC	972.50	954.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,926.95
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants/donations	120.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00
<b>Total Income</b>	<b>42,782.34</b>	<b>1,754.96</b>	<b>205.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,742.30</b>

<b>Payments</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>	<b>Budget</b>	<b>Budget Balance</b>
Bank Charges	10.25	13.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.50		
Salaries	2,711.80	2,711.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,423.40		
HMRC	1,566.52	1,201.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,767.92		
Nest Pensions	203.07	350.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	553.17		
Admin	1,211.78	1,722.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,933.97		
Burial Ground	16.67	33.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.01	2,100.00	2,049.99
Allotments	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.00	2,439.00	2,129.00
Fishpond	75.00	181.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.26	5,500.00	5,243.74
Donations	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00		
P&OS	80.00	1,302.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,382.18	17,300.00	15,917.82
Capital Exp	0.00	237.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.50		
Maintenance	0.00	109.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.37		
Car Park	76.00	76.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00		
Lengthsmen	190.00	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380.00		
General payments	0.00	124.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.76		
Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
BVH Contra	790.90	749.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,539.95		
VEC	0.00	68.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.79	1,000.00	931.21
VAT	22.57	274.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.12		
<b>Total Spend</b>	<b>7,264.56</b>	<b>9,370.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,634.90</b>		

**Barton under Needwood Parish Council -  
Scheduled Payments presented to Full Council**

Item 6.1.8  
09/06/2022

		£	£	£
<b>Payee</b>		<b>Value Gross</b>	<b>VAT</b>	<b>NET</b>
Salaries total		3,816.09		3,816.09 HR
Nest		175.05		175.05 HR
HMRC		1,225.40		1,225.40 HR
Mitmark	Collinson park CCTV	96.00	16.00	80.00 P&OS
Toplis Associates	Internal audit	210.48	35.08	175.40 Admin
S Murray	expenses paint	18.00	3.00	15.00 Maintenance Repairs
BHIB	Insurance Renewal 3 yr deal	1,628.30		1,628.30 Admin - Best quote of 3 returns
Vernon Wright	Shrub Planting Potters Way	620.00		620.00 Grant and contributed funded
Welters	3 x double plaques	1,067.01	177.83	889.18 Burial Ground
JPS	Grounds maintenance April, May	1,309.13	342.87	966.26 P&OS - includes underpayment/credit for April invoice
SSE Swalec	Electricity Fishpond	181.26	8.63	172.63 Fishpond
Water Plus	Burial Ground	37.38		37.38 Burial Ground
Barton Festival	Donation for prizes	120.00		120.00 Donation - Cllr Young proposal
<b>Total Net Payments</b>				<b>9,920.69</b>

Scheduled Payments

Authorised Chairman .....

## **Barton Under Needwood Parish Council**

### **Planning Committee Terms of Reference.**

1. View all planning applications and related matters received and respond on behalf of the Parish Council within the allotted time (usually 21 days). The committee have delegated powers to respond and have the responses ratified at the next Council meeting.
2. Monitor development within the Parish that appears to require planning permission and ensure that appropriate permission has been granted; liaising where necessary with the Planning Authority.
3. Monitor development within the Parish that has been granted planning permission and ensure that conditions are being complied with; liaising where necessary with the Planning Authority and enforcement officers.
4. To meet or communicate as and when necessary to comply with the above terms. This is usually every two weeks.
5. To report to the Parish Council each month on any action taken or proposed to be taken. For comments on routine applications this will be by the Parish Council email site to the Parish Clerk who will forward the comments to ESBC and enter details on the schedule to the agenda for each meeting. A record of each committee meeting will be kept showing attendance and where necessary voting on comments submitted.
6. To represent or arrange representation for the Parish Council where appropriate at meetings of the Planning Authority or any planning enquiry.
7. Strategic Planning. To propose to the Parish Council a response to any major issues or proposals with the potential to affect The Parish such as any updating of The Local Plan, environmental matters or development of the transport network.

**PLANNING** – All matters have been referred to the Planning Committee and their comments appear in italics below, the Committee meet fortnightly 5pm, in the Douglas Room, Barton Village Hall. Please contact the clerk for dates should you wish to attend any Planning Meetings

1. 00390 – 90 Captains Lane : Conversion of garage to form additional living accommodation and single storey front extension
2. 00446 – 22 Barton Gate : Installation of a utility door to the ground floor and window to the first floor on the rear elevation and installation of rooflight on the side elevation roofslope  
*We have no objection in principle to this development but wish to offer some advice.  
 We are aware that this property flooded in February 2020 as a result of run off from the field to the rear. We suggest that the opportunity be taken to incorporate in the patio retaining wall sufficient drainage with permeable backfill to the wall that would accommodate future flood flow.*
3. 00472 – 38 Barton Gate : Erection of a single storey rear extension, front canopy and render to entire property  
*We have no objection in principle but find the proposed front porch and extension with the flat roof to be obtrusive and appear somewhat incongruous within the street scene rather than contributing positively as required by SP24.  
 The applicant has mirrored the adjoining property by elongating the stair window and we believe a pitched roof on the extension, albeit at a shallower pitch, complimenting the porch of the adjoining house would fit better into the street scene.  
 We feel that the requirement for high quality design required by DP3 has not been met by the current application. We also note that work has already commenced as the existing front porch has now been removed .*
4. 00502 – St James Church Hall : Siting of Storage container to rear of the car park – *no objections*
5. 00504 - Woodside Farm, Barton Gate : Change of use and alterations to an agricultural building for Class B8 Storage  
*We understand from the Applicant's Planning Statement that he wishes to change the use of an existing agricultural building to Use Class B8 storage and distribution. As the site is located in the open countryside outside settlement boundaries then we assume that Policy SP 8 comes into play. The most relevant criterion in this policy here is the first. This states that the development needs to be essential to support the viability of an existing lawful business or if it is a new business then one which is supported by a relevant justification for its rural location.*

*Whilst the Planning Statements points out that the proposal is needed to diversify and recover from an outbreak of tuberculosis in its livestock, then it would appear that this need to support an existing lawful business may be fulfilled. It must be left up to the Local Planning Authority to decide if they have sufficient evidence to regard this proposal as essential to the support and viability of this agricultural business in accordance with this criterion. But as this proposal requires a change of use, then it can be interpreted as being a new venture where the second part of that criterion is relevant. Here the rural location needs to be supported. The storage use itself could be supported in a more sustainable location and does not need this rural setting. The only justification we can find in the Planning Statement is that it is making use of an existing building and, therefore, Policy SP 14 is also relevant – see below.*

*Our understanding is that B8 uses are best located in more sustainable locations in urban areas where there is ready access to good road links, and in some cases to rail links. Whilst we appreciate that the proposed use - the storage of classic cars - is relatively low key, the granting of planning permission means that, in the future, a more intensive storage or, indeed, distribution depot could potentially take over, without the need for further planning permission. This means that the Local Planning Authority needs to ensure that the site is equipped for that potential eventuality. By the Planning Statement's own admission, access to the site is substandard from along Forest Road – "this is in parts single track ....., with improved passing places installed.....". We are, therefore, concerned that whilst the existing use is low key and may generate minimal traffic, this might not be the case in the future and it would not be in the gift of the Local Planning Authority to rectify this situation, if indeed, a more intensive use was to take its place.*

*Policy SP 14 Rural Economy states that permission will be given for employment development outside strategic or local villages if it meets the criteria of Policy SP 8 or there are exceptional reasons why it cannot be located in these villages. As we have analysed above, whilst it may help to diversify an existing business, there is surely some debate as to whether this new venture needs to have a rural location and, as such, we question whether it meets Policy SP 14.*

*In addition, as this is the re-use of an existing building, then this policy also indicates that the viability of re-using it should be investigated. The best use for a building should be the one for which it was originally constructed. We appreciate that the farm has had to significantly reduce its livestock, but have the applicants investigated whether the building could be used for some other agricultural uses? Post Brexit, and in the light of the war in Ukraine, we are aware that there is a growing demand for the*

*UK to be more self-sufficient in terms of its food production. Any loss of agricultural capacity, therefore, has to be a cause for concern.*

*Policy SP 14 also indicates that farm diversification will be supported where it can contribute to help sustain a long-term future for the agricultural enterprise. The impression we get from the Planning Statement is that this proposal is opportunistic in view of the personal circumstances of the owner. The Planning Statement also suggests that the owner is approaching retirement, so, in the light of this policy criterion, will this change of use meet the objective of securing the sustainability of the agricultural enterprise in the long term? The applicants have not provided enough information to answer that question.*

*We understand and appreciate the personal circumstances of the owner, but, considering the information in the Planning Statement, we are concerned as to whether there is enough evidence for the proposal to meet the criteria in Policies SP 8 for development in the countryside and SP 14 for the Rural Economy. Accordingly, we are afraid that we must object to this proposal as being contrary to these two policies.*

6. 00465 - Blakenhall Park, Bar Lane : Retention of the change of use of land to storage and siting of 19 containers

*As the accompanying letter indicates that this is a retrospective application, we have had difficulty understanding how many containers this proposal relates to. The letter states that a self-storage facility has been operating since before December 2010, when there were six. It then goes on to state that it has expanded over the years to a total of 36 containers. Are we to understand, therefore, that this retrospective application relates to a proposal for 30 containers? Whilst we understand that the application relates to the use of the land for storage we feel that the number of containers is a such a basic piece of information so as to be able to judge the intensity of the use to which the land is being used.*

*Whilst the accompanying letter and Heritage Statement does not state it in so many words, we are assuming, that the planning application is for the change of use of this land for Use Class B8 storage and distribution.*

*The accompanying letter states that self-storage has been operating for some time. This enables people to store furniture etc – presumably on a short-term basis – whilst in the process of moving house or renovating their property. The letter also states that as they have been operating for some time no amenity issues have come to light and this kind of activity has little traffic impact.*

*Policies SP 8 Development outside Settlement Boundaries and Policy SP 14 Rural Economy appear to be the most relevant Local Plan policies to be considered in relation to this proposal.*

*Blakenhall Park is clearly situated in the open countryside outside the settlement boundary of the village. We do not feel that it is in a sustainable location for storage and distribution, as it is likely to lead to traffic generation along sub-standard rural lanes. We accept that the present use of self-storage may be low-key in terms of traffic generation, but even this type of storage is better located in urban areas closer to its client base where traffic movements can be minimised. Assuming also that what is being requested is for B8 storage and distribution, then this low-key use might in the future be taken over by a more intensive use, again making use of poor-quality rural lanes. Should ESBC be inclined to grant permission, then it would not be within their gift to rectify this situation in the future should a more intensive use take over.*

*Policy SP 5 regarding employment distribution indicates that B8 uses will be permitted where they are required to meet the objectively assessed need in the Borough. No evidence is provided as to whether this proposal meets this objectively assessed need. It would appear that this policy has not been met and, therefore, we object accordingly.*

*Policy SP 8 deals with proposals outside settlement boundaries ie. within the open countryside. The first criterion states that a proposal is essential to support the viability of an existing business. The accompanying letter and Heritage Statement provide no information about the viability or otherwise of the existing business, so we have no idea as to whether this use of the land for storage is essential. The second part of this criterion states that where a new business is created then it must be supported by appropriate evidence to justify its rural location. Whilst the letter indicates that this business has been operating for some time it is not at all clear that, due to its unsustainable location, whether a rural siting is either necessary or justified. If this proposal is indeed for 30 containers, then this would suggest that this is certainly a more intensive use than has taken place to date. No information is provided as to why this storage facility actually needs to be located in the open countryside. Accordingly, there is insufficient information to determine this proposal against this criterion.*

*A second criterion in this policy allows development which provides facilities for the general public where they are accessible on foot, bicycle and public transport. We presume that the self-storage means the provision of facilities for the*

*general public. As the very nature of self-storage implies the storage of potentially bulky items then, we cannot believe, however, that access to the site can be by any other means than by private car or van. Accordingly, we object to the proposal as being contrary to Policy SP 8 for development outside settlement boundaries.*

*We assume that this proposal may also be considered against Policy SP 14 regarding the rural economy. Farm diversification proposals may be allowed under this policy where they can make a long-term contribution to sustaining the agricultural enterprise as a whole where this is compatible with its rural location. As we have seen above, no information has been provided regarding the viability or otherwise of the agricultural enterprise and, therefore, we have no knowledge as to whether this storage proposal is necessary to secure the long-term future of the farm. No information has similarly been provided to justify a storage use in this rural setting or, indeed, why such a use cannot be located in a more sustainable area. Accordingly, we object to the proposal as being contrary to Policy SP 14 regarding its siting in a rural area.*

7. 00487 - Whitewood Lodge, Sich Lane : Conversion including addition of new windows and doors of agricultural building to form dwelling, installation of septic tank erection of a two bay oak framed building to replace existing outbuilding and formation of a new access (Revised Scheme)

*In part this planning application relates to an amendment to a planning application (P/2020/00447) which related to the conversion of a barn to residential use. The Parish Council objected to the principle of residential use in this location. As a result of planning permission being granted, we have no objections to the relatively minor amendment to the windows of the proposed conversion.*

*The other part of this proposal is for the replacement of a single storey tack room with a new outbuilding to consist of a store on the ground floor with an office above. Whilst the applicant's Planning Access and Design Statement does not state it in so many words, we assume that this replacement outbuilding is a residential use. The Applicant's accompanying Statement promotes it as a convenient and sustainable home office, for use by the occupants of the barn conversion – sustainable in the sense of allowing occupants to work from home. There is no indication that the barn conversion has secured any occupants as yet or that they have a requirement to work from home, so the proposal would appear to be perhaps premature and speculative.*

*Assuming that the proposal is, indeed, regarded as residential, then Policy SP 8 Development Settlement Boundaries comes into play. The local plan's development strategy directs almost all development to the urban areas and appropriate villages. Policy SP 8 sets out those limited occasions where development in the open countryside might be permitted. Amongst other things this includes supporting the viability of an existing lawful business and providing facilities for the general public. Whilst Whitewood Lodge is undoubtedly an existing business, no evidence has been provided that this proposal is essential in order to support its continued viability. Indeed, it is promoted as ancillary to its recent permission for a barn conversion. So, there would appear to be no justification for a residential use in this rural and unsustainable location, where access would be gained solely by private car. Accordingly, we object to the proposal as being contrary to Policy SP 8.*

*Policy SP 24 requires all development proposals to contribute positively to their surroundings through high quality design. Some thought has clearly gone into the design of this proposal, although it appears to our minds to be a little over elaborate for its proposed use and we question the design references which don't seem to relate to the surroundings or the barn conversion itself. We also question the need for a balcony for an office use. We, therefore, do not feel that it reinforces the character of the area or respects local patterns of development. As such we feel that the proposal is contrary to Policy SP 24.*

*The design of the store/office leads us to think that there might be a longer-term aim to consider the proposal for either a holiday let or a more permanent residential occupation. If ESBC is mindful to approve this proposal, then we would suggest that conditions be attached preventing its use for holiday purposes and permanent occupation.*

*It is not clear as to whether the proposal is being promoted as a farm diversification proposal. It is not making use of an existing building as it is a completely new and larger building and for a different purpose. The question as to whether uses other than residential could have been found for this tack room has not been investigated, which is a requirement of Policy SP 14 Rural Economy and its accompanying SPD for the re-use of rural buildings.*



*We feel that the proposal is also contrary to the criterion in this policy for farm diversification. Here any diversification must secure a long-term contribution to sustainability of the farm enterprise and a rural location must be justified. No evidence is provided that it does this and so we believe it must be contrary to Policy SP 14.*

*Policy DP3 for the design of new development includes a criterion for ancillary buildings. They need to be appropriately designed and sited for their intended ancillary use. As we have discussed above, we regard the design as over-elaborate and not subservient to the barn conversion. Indeed, it appears to be located some distance from the barn conversion itself and may have more connection with an adjoining building to the east. The impression we get is that it has been designed as a separate entity in itself rather than an ancillary building and, therefore, we feel that it is probably contrary to Policy DP 3.*

8. 00576 – The Croft, Bell Lane : Trimming and thinning of Holly tree growing out of the border hedge between the property and the footpath running along side the graveyard – *no objections*
9. 00582 – 42 Efflinch Lane : Erection of a single storey rear extension – *no objections*
10. 00597 - 55 Park Road : Erection of a first floor side extension above existing garage and single storey rear extension – *no objections*

#### ESBC Decisions – Permissions Granted

1. P/2021/00399 – Land South of Lichfield Road, Branston : Reserved Matters relating to Phase 6 of P/2015/00012 for the erection of 1 no. building (Unit B173) for use as a Class B2 (General Industrial) and Class B8 (Storage and Distribution) and erection of 1.4m high fencing including details of appearance, scale, layout and landscaping
2. P/2022/00293 - Grafton Cottage, Bar Lane : Change of use of land from agricultural to residential (Class C3) including fencing and hedge
3. 00411 – Park Corner, 83 Main Street : Felling of one Conifer tree
4. 00412 – Moor End Cottage, 28 Station Road : Felling of Rowan tree (1), Cherry tree (2), Ash tree (3), Lilac tree (4) and pruning of 2 x Apple trees (5 and 6), Cherry tree (7), 2 x Conifer trees (8 and 9)
5. 00422 - 110 Efflinch Lane : Prior Notification for the erection of a single storey rear extension, 7m from the original rear wall, 3m to the highest point of the roof and 2.6m to the eaves
6. 00265 – The Middle Bell : Alterations to conservatory fire exit doors and cladding to walls/glazing, alterations to patio areas, reduce existing smoking shelter by 50%, wall cladding and new door to existing rear entrance
7. 00266 - The Middle Bell : Listed Buildings Consent for the alterations to conservatory fire exit doors and cladding to walls/glazing, alterations to patio areas, reduce existing smoking shelter by 50%, wall cladding and new door to existing rear entrance
8. 00310 - 9 Fullbrook Avenue : Erection of a single storey front/side extension
9. 00390 – 90 Captains Lane : Conversion of garage to form additional living accommodation and single storey front extension

#### Appeals

1. APP/B3410/W21/3285069 2 Bell Lane (P/2019/01494 refusal) – Appeal dismissed
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## CORRESPONDENCE

### GENERAL

1. Oak Road resident complaint about state of pavements and weeds, *Clerk responded*
2. Efflinch Lane resident request advice and assistance regarding Sycamore tree overhanging garden, *Clerk forwarded to Planning Committee and responded with Cllr Sharkey's feedback*
3. Concerns from landowner of corner of Mill Lane re Full Brook clearing issues, *Clerk awaiting advice following Flood liaison meeting*
4. Notification of large charity bike ride coming through area on 23/24 September, *exact route not specified*
5. Resident seeking permission to place geocache items around the village, *Clerk responded*
6. Resident complaint regarding no dog litter bins on Marina site, *Clerk responded*

### SCC/HIGHWAYS

7. Cllr Jessel: reports and communications
8. Richard Rayson response regarding height of bollards outside St James' Church
9. Data Protection Officer – 3 tier service offered to assist in GDPR compliance

### POLICE

10. Report circulated.

### SPCA/NALC/SLCC

11. SPCA – Newsletters, training circulars