



Barton under Needwood Parish Council Action Plan 2025-2027

Who are We?
What Can we Do for you?

Community Safety



Fishpond



Flood Relief



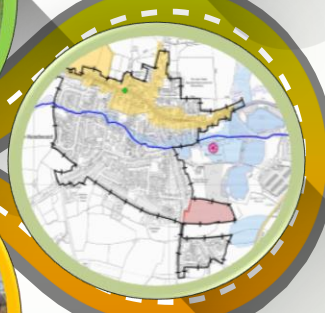
Allotments



Parks and
Leisure



Planning
Consultees



Open Spaces
Management



Event Planning



Infrastructure



Community



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Document prepared by:
Communications Committee Jan 2025
Review Date: May 2025



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Introduction

Welcome to Barton under Needwood Parish Council. This is our Plan – it sets out what we are going to do over a rolling period of two years. The Plan considers the issues facing us and our ability to respond with the resources available. It makes clear there will be choices, and how the Council will decide which to prioritise.

The Plan has been prepared and approved by your Parish Councillors. It is essentially a planning tool to assist us with the practical decisions we have to take when we meet monthly, supported by a review process that helps us, and you, look back on our performance. By publishing our Action Plan we can help those that live, work or visit the Parish see what we are doing on their behalf.

Context

This is our first Action Plan, prepared at a time of austerity across society when all organisations that provide services to the community, be they public, private or voluntary are facing cost pressures and resource restrictions. The emphasis is on value for money, efficiencies, collaboration and accepting that some things just will not get done. Through a planning process though, we can have a shared vision and direction, protect what is important and consider new ways of getting things done.

Although not new, encouraging others to help themselves and not to rely on things being done for them is as important as ever. Communities are increasingly going to have to help themselves, to develop the networks and resources to find local solutions to local problems, and have the means to ensure that wherever possible those that do need services can access them at a time and in a way that is most suitable.

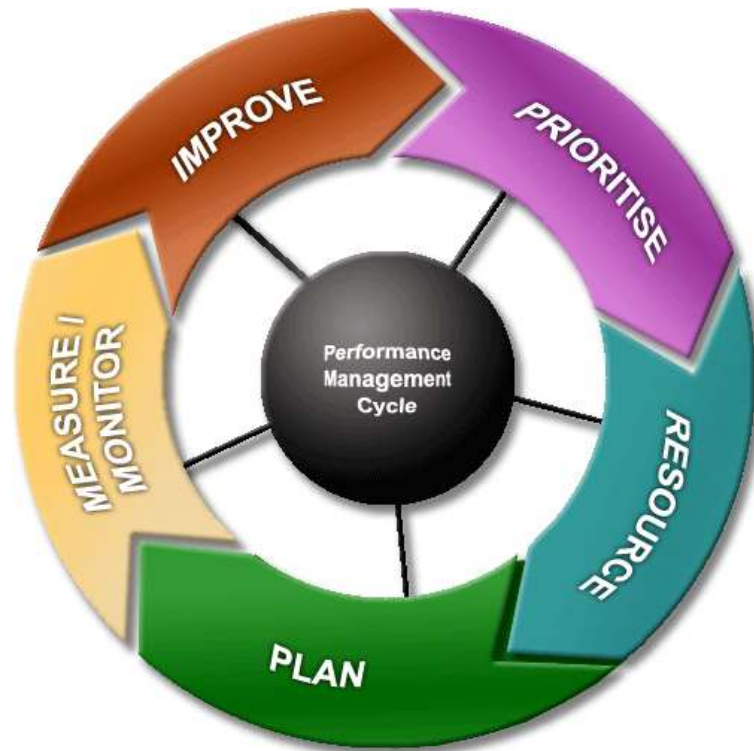
Barton Parish Council, as the first tier of local government, is uniquely situated to provide the forum for understanding and supporting the needs of this community. It provides advocacy on behalf of its residents, uses linkages to other organisations to bring in services, or directly procures them itself. Liaison with Staffordshire County Council, East Staffordshire Borough Council and the other Needwood Ward Parish Councils happens at all levels. Day-to-day, the Council will seek solutions for the community, looking for skills and volunteers to make improvements to our surroundings or bringing particular neighbourhood issues to local attention to promote a better quality of life for all.

Above all your Parish Council is here to help, support and encourage. This Plan tells you how.



The Planning Cycle

Planning (and performance) is a continuous process of gathering and assessing information, formulating actions, *doing them*, and then reviewing performance and gathering again.



Of course at key stages we have to pause and reflect, and consider how the Plan is evolving – and not just once per year, as the Plan is relevant to every significant decision made.

Once specific actions are agreed to deliver this Plan, they are entered on the Actions Register, which is monitored at every meeting of the Council.

Linkages

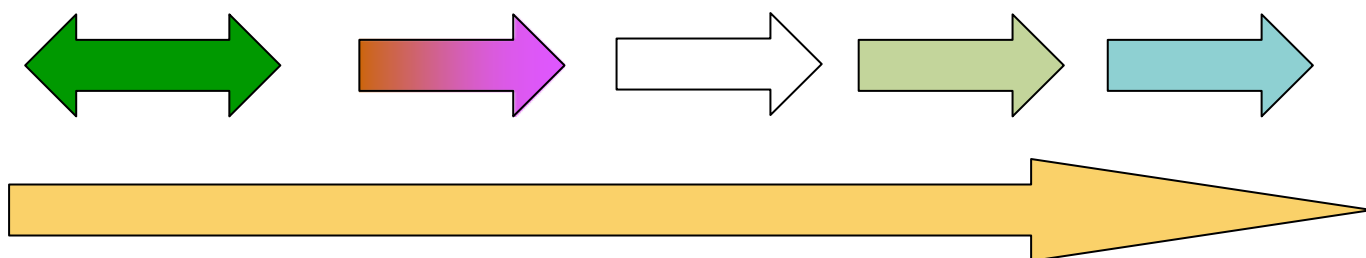
This Plan is linked very closely to the allocation of resources – mostly financial, but people's time and energy too. The largest proportion of our finance is derived from the Council Tax system, which follows the financial year April to March. Other income comes from fees charged for services, investment income and grants obtained for projects. Our precept, or 'demand', placed upon the Council Tax system, has to be declared every January, in order that East Staffordshire Borough Council can calculate the overall tax collection sums for each eligible household and produce the billing required.



Key dates

Therefore, this Plan will be drafted from November in each year, allowing it to evolve as the budget is also prepared, for final precept calculations in January. The Plan cycle will run from April to March, to match the funding available, and will be formally reviewed in May and November to assess achievements in the previous cycle, and progress in the current one.

July	November	January	March	May
Look back, look forward	Improve, prioritise	Set precept	Completion	Review, resource



What is a Parish Council?

There are two sorts of parishes whose boundaries do not always coincide:

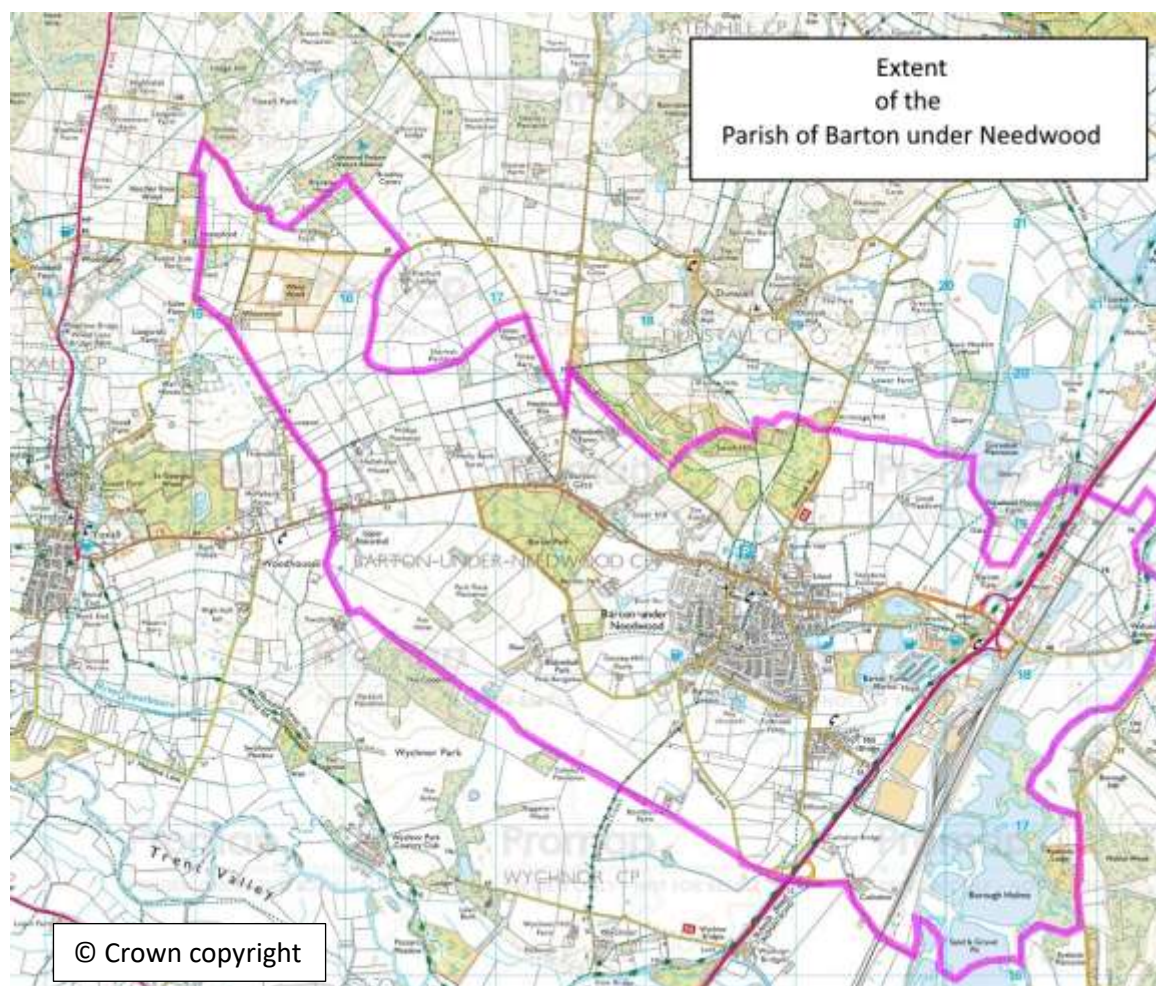
- the Civil Parishes, which are part of local administration, having a Parish (or town) Council (PC) - Barton Parish Council is one of these – and,
- the Ecclesiastical Parishes centered on an Anglican church with a Parochial Church Council (PCC). In this village we have St James PCC.

A Civil Parish is the first-tier local authority and is an independent local democratic unit for villages, smaller towns, and suburbs of urban areas. Over 13 million people live in parishes, with approximately 5018 people recorded in the parish of Barton under Needwood at the last census in 2021.

The Parish Council is a small local authority. Its Councillors are elected members for four years at a time in the same way as for other councils and they give their time voluntarily to work for their community.



By-elections may be held to fill vacancies occurring between elections, or members may be co-opted onto the Council if no election is called. Barton under Needwood parish lies in the East Staffordshire Borough Council (ESBC) area; it covers the entire Civil Parish of Barton under Needwood including both the village area and the outlying hamlets.



In May each year the Councillors choose a chairperson from amongst their number. In the Barton Parish, there are 11 Councillors who make up the Parish Council, which employs a part-time Clerk to manage administration.

We also employ a parish gardener who looks after the Burial Ground, the War Memorial, the landscaped areas to the Village Hall Car Park, and the small garden area at the bottom of St James Road.

In addition, we employ two part-time Lengthsmen who report any road or footpath defects, do minor items of maintenance and who grit some priority paths in winter. We also employ a litter picker who keeps our Parish Council-owned parks and open spaces clean.



What can we do?

Powers and Duties

Parish Councils have a number of formal powers, set out in a wide range of legislation. A **duty** is something that a council **must** do, a **power** is something that it **may** do, if it so decides. A Parish Council cannot do anything that is not permitted in law.

Parish Councillors know their villages and can now (and increasingly often do) represent their views directly to other authorities like the County Council through County Ward Forums, Highways Authority, Minerals Planning Authority, Police and Fire Authorities, or an Integrated Care Board (which covers both health and social care).

Due to particular issues with flooding in the Civil Parish, Barton Parish Council also maintains close liaison with the Environment Agency and the Staffordshire County Council Flood Risk Officer.

Parish Councils also work with their District or Borough Councillors on any issues with services provided by the District Authority e.g. planning, waste collection, street sweeping, We are entitled to be consulted on planning applications, which include work to listed buildings and on proposals in conservation areas, and are often consulted on such things as schools and roads. We also put forward the parish's case at public inquiries. Recent moves from Government toward greater 'localism' are set to increase the role of Parish Councils even further, especially in the field of development control and planning.

There is now the power to create a Neighbourhood Plan which allows local people to get the right development for their community but the plans must still meet the needs of the wider area and conform to the District or Borough Council's Local Plan.

Accountability

You elect the members of the Parish Council every four years - the next time will be May 2027 - and you are entitled to attend the Annual Parish Meeting (in May) and to say what you think.

You can also go to every meeting of the Parish Council and meet its members, listen to the business being conducted and participate in the time especially set aside for that purpose at the start of each meeting. The accounts are strictly audited every year and published.



What do we do?

The Parish Council provides a number of direct services to the community, and acts as custodian to a number of assets held in the 'public name'.

The main assets held in the public name are listed in the table in Appendix 1:

Although East Staffordshire Borough Council is the Planning Authority, the Parish Council is consulted on each planning application made in the parish. Councillors consider planning applications at their meetings and inform ESBC of their views.

At each meeting of the Council, reports from a variety of village organisations are received, and Councillors seek to provide support where necessary or requested in order that local groups can continue to thrive.

Reports include observations from the various PC Standing Committees (consisting of both Councillors and volunteer members of the public).

Each meeting considers issues for our community such as:

- finance,
- planning (for example, housing or tree felling),
- parks and open spaces,
- burial ground,
- allotments,
- village events and enhancements,
- speeding and volume of traffic,
- crime and community safety,
- communications from and to parishioners,
- any staffing or 'HR' matters,
- any items of maintenance in the 'public realm' that need reporting to appropriate authorities and any liaison with outside groups or agencies.
- Village Hall matters.



The Council can act as advocate for residents, a conduit for communicating information, and will liaise with appropriate departments of other public authorities to ensure that views, comments and necessary actions are dealt with.

You can find out more about what we do, how we do it, and our meetings on the parish website at [Home - Barton under Needwood Parish Council](#)

What we achieved in the last year

Since April 2024 to the end of January 2025 we have achieved a wide range of improvements, both to the way we work, and for the community we serve:

Achievements 2024-25	
Long-term Overview	
<ul style="list-style-type: none"> • Conducted a Parish Survey to find out what issues in the village are of most importance or concern to residents. • Prepared and published Barton under Needwood Parish Council Action Plan 2025/2027. 	
Flooding	
<ul style="list-style-type: none"> • Ran a Barton Brook Working Party to carry out vital maintenance to help reduce flood risk to village residents. • Collaborated with Holland Sports Club, Barton Marina & the Environment Agency to explore options to reduce flood impact on the Club. • Worked with our County Councillor to support residents affected by surface water flooding on Efflinch Lane, including seeking delegated powers from County Highways to put temporary road closures in place when there is severe flooding. • Liaised with residents to push Severn Trent for action on sewer flooding to the rear of properties on Station Road. • Supported residents and businesses at Barton Turns affected by flooding including liaison with Environment Agency, National Highways and Staffordshire County Flood Risk Officer. • Concluded an agreement with the Environment Agency to install a river level gauge on the Barton Brook at Park Road to help warn of flood risk 	



Crime and Community Safety

- **Organised a Public Meeting to be attended by the Staffordshire Police, Fire and Crime Commissioner** and Senior Police Officer in charge of Neighbourhood Police Team.
- **Circulated notices about incidents in the Needwood Ward** received from Staffs Police Neighbourhood Police Team.

Culture, Leisure and Recreation

- **Funded the work in Collinson Park to provide proper drainage** to the Park to enable it to be used throughout the year. Further work is ongoing to tidy up the space.
- **Upgraded CCTV in Collinson Park.**
- **Refurbished National Forest interpretation signs** at the Village Hall, Collinson Park and Ash Tree Road Park.
- **Collaborated with DEFRA and the Fisheries Health Inspectorate** to reactively investigate and address fish mortalities at the Fish Pond.
- **Negotiated a new lease for the Efflinch Lane Allotments** with Staffordshire County Council.
- Installed a bench by the Fish Pond provided by the **Royal British Legion** and painted by Year 6 children from the **Thomas Russell Junior School**
- **Organised Public Open Space Maintenance Contract and capital works** including replacement of fishing platforms
- **Worked with Holland Sports Club** to ensure the future redevelopment plans make the best use of gifted land owned by the Parish Council in trust for villagers (ongoing).

Local Economy and Tourism

- **Investigated the feasibility of installing EV Charger points** in the Crowberry Lane Car Park (ongoing).
- **Worked with the Royal British Legion and St James Church to organise the annual Remembrance Day events**, including arranging road closures. We were delighted to see the increased attendance, indicative of the importance of this event to the community.



- **Organised the Annual Christmas Lights event**, including arranging put up/pull down of the Christmas Tree, road closures and Father Christmas' attendance. A very successful event that was well attended.
- **Worked with the Royal British Legion, St James Church, traders and other village organisations to secure funding to plan the events for the 80th Anniversary of the end of World War 2** (ongoing).

Education and Communications

- **Provided 'Parish News' updates** for the monthly 'Chime' Parish magazine and items on Barton Parish Council website and social media sites.
- **Prepared a comprehensive database of contact details for village clubs, societies, and local organisations** with a view to providing support and communicating successes via social media channels.
- **Provided more signposting on the website** to keep our parishioners up to date (ongoing).

Environment and Countryside

- **Attended Quarry Liaison Meetings with both Aggregate Industries and Heidelberg Materials** to discuss ongoing operation and restoration of Newbold Quarry and Barton Pit.
- **Paid for litter picker to regularly visit Parish Council-owned sites.**
- **Supported activities of local 'Green Leaves' litter picking group.**
- **Reported instances of fly tipping to East Staffordshire Borough Council.**

Health and Social Care

- **Supported and promoted activities of Barton Neighbourhood Volunteers** including 'Place of Warmth' meetings in Village Hall.



Housing, Development and the Built Environment

- **Considered 130 planning applications (April 2024 -December 2025)**, most of which were supported by this Council.
- **Pressed East Staffordshire Borough Council on news of the programme for the review of the East Staffordshire Borough Council Local Plan**, including potential allocation of new commercial, housing or industrial development in the Parish (ongoing).
- **Liaised with our Borough Councillors on issues with any services provided by East Staffordshire Borough Council**, e.g. waste collection, street sweeping, planning applications.

Transport and Traffic

- **Supported residents in the formation of the Bar Lane Action Group** to tackle flooding and road safety issues at The Green, Bar Lane and Dogshead Lane.
- **Supported the village 'Speedwatch' Group.**
- **Attended Needwood Forum meetings organised by our County Councillor** to discuss issues affecting all the Parishes in the Needwood and Bagot Ward including measures to control HGV usage of weight-limited local roads, policing, flooding, potholes, etc.

Facilities and Services

- **Administered applications for burials and cremated remains interments in the Parish Burial Ground.**
- **Parish Clerk provided an advice service** for Parishioners queries.
- **Worked with the Village Hall Management Committee as Trustee** to support the running of the Village Hall.
- **Represented the Parish Council as a Trustee of the Barton Dunstall and Key Trust** to disburse grants to individuals and community organisations in the Parishes of Barton and Dunstall.

Governance

- **Adopted new rules and procedures** based on a national model from the National Association of Local Councils which includes



public participation for part of our meetings including allocated specific named roles being identified.

- **Adopted enhanced and robust governance and financial procedures for the Parish Council and each of the Committees with risk assessments aligned to each Committee.**
- **Carried out a full review of policies and procedures and a adopted a prioritised plan to ensure the Parish Council is working in line with the latest guidance and legal requirements.**
[The updated policies and procedures on a wide range of topics are shown in Appendix 2 and further detailed in the 'Policies' section under the heading 'Your Council' on the Parish Council web site (<https://www.bartonunderneedwood-pc.gov.uk/>).]
- **The Parish Council has signed up to the Civility and Respect Model Council Officer Protocol and has signed the Civility and Respect Pledge.**
- **Staffordshire County Council Data Processing Officer has worked with the Clerk to identify gaps in our processes which the Human Resources Committee has worked hard to redress.**

What do we want to do next?

Our Action Plan

The Parish Council set up a working group to go through the results of the 2024 Parish Survey and a separate workshop afternoon for Councillors. From those formal consultations, along with both matters that have been long-term issues for us and other representations made to the Council, we have developed the Action Plan.

The table below sets out the Action Plan adopted by the Council and arranged over the next two years up to the next Local Council elections in May 2027.

The actions are ranked in the table with most urgent items placed higher in each section and colour coded in the 'Timescale' section. 'Mauve' shading is for the most urgent items, 'Amber' for medium term and 'Yellow' for long term ambitions.


Colour Key for ranking timescales for actions in Table:

'Mauve' – short term within 6 months	
'Amber' – medium term within 12 months	
'Yellow' – longer than 12 months	

The main resource constraint in implementing the Action Plan is 'time'

That's either the time that elected Councillors give voluntarily or the time given by other volunteers who serve their community by joining in regular working parties (e.g. the annual Barton Brook Working Party), being members of any of our standing committees (e.g. Planning Committee), by helping on one-off events (e.g. helping with decorating the War Memorial, or putting up the Christmas Tree, or helping marshal events), or by joining an independent action group such as 'Speedwatch' or any other local group set up to focus on a local issue, e.g. the Bar Lane Action Group, identifying traffic and road safety issues.

As was pointed out in the introduction setting the 'context' to the Plan, communities are increasingly going to have to do more for themselves to make things happen in their local areas - and our ambitions for some of the items in our Plan are dependent on more people getting actively involved in solving village issues.

Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Long-term Overview					
1	Deliver Action Plan	Formal and regular overview by Parish Council	Barton Parish Council (BPC)	Nil cost to BPC Councillor time	Formally in May and November and updates at BPC monthly meetings
2	Maintain relevance of Parish Plan	Annual review by BPC	BPC BPC Comms Committee	Any copying & publication costs Cllr/Vol'r time	At BPC discretion but ideally by Parish Survey every 4 years by end Q2



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Flooding					
3	Flood risk from Barton Brook	Complete installation and calibration of river level gauge at Park Road	BPC/EA (Environment Agency) Flood Risk Group	£500 p.a. maintenance cost and budget for replacement every 5 years Cllr/Vol'r time	Gauge installation complete Q1/2025. Calibration to flood events and local rainfall by Q2/2026
4	Flood risk from Barton Brook	Monitor new River Level Gauge	BPC/EA Flood Risk Group	Nil Cost to BPC Cllr/Vol'r time	Ongoing Issue alerts if risk of high-water level likely
5	Flood risk from Barton Brook	Promote alerting service provided by gauge	BPC	Nil Cost to BPC Cllr/Vol'r time	Publicise every 3 months once gauge is installed
6	Flood risk from Barton Brook	Continue liaison with EA to assess flood risk	BPC/EA Flood Risk Group	Nil Cost to BPC Cllr/Vol'r time	Ongoing and 6 th monthly meeting of Barton Flood Risk Group
7	Flood risk from Barton Brook	Landowner liaison to explore opportunities for Natural Flood Management options upstream of village	BPC/EA Flood Risk Group	Nil cost to BPC Volunteer time if local projects agreed with landowners.	Ongoing
8	Flood risk from Full Brook	Work with Staffordshire Flood Risk Officer to ensure maintenance on Full Brook is carried out according to agreed plan	BPC/ SFRO/ Bellway	Nil cost to BPC Cllr/Vol'r time	Ongoing
9	Surface Water Flooding	Work with County Councillor to lobby Highways to undertake remedial work on blocked gullies, drains and culverts	BPC/ SCC Flood Risk Group	Nil cost to BPC Cllr/Vol'r time	Ongoing



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
10	Sewer Flooding	Work with EA & Severn Trent to address sewer flooding, especially to rear of Station Road	BPC STW EA Flood Risk Group	Nil cost to BPC Cllr/Vol'r time	Ongoing
Crime and Community Safety					
11	Public Meeting actions	Follow up any actions arising from Public Meeting with Police, Fire and Crime Commissioner	BPC	Cllr/Vol'r time	By end Q2/2025
12	Police Plan	Monitor execution of Police Plan as far as it relates to Policing in Needwood Ward	BPC Comms	Nil cost to BPC Cllr/Vol'r time	Ongoing 6 monthly statement by BPC to community Sept & March
13	Police Liaison	Attend any Police Liaison Events	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing as events advertised
Culture, Leisure and Recreation					
14	Maintain BPC Public Open Space (POS) areas to good standard	Manage annual maintenance contract	BPC POSC	Approx. £8500 p.a. Cllr/Vol'r time	BPC inspection after every visit 3 monthly review with contractor
15	Long term usage of Holland Sports Club	Work with HSC Committee to continue to develop proposals for the site	BPC HSC	Allowance for legal fees for drawing up new lease Cllr/Vol'r time	[end Q3/2025?]
16	Long term management of POS	Develop Green Space Strategy	BPC POSC	Any copying & publication costs Cllr/Vol'r time	By end Q3/2025 to allow for budgeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
17	New equipment	Annual review of status of equipment	BPC POSC Finance	Develop budget for replacement Cllr/Vol'r time	By end Q3/2025 to allow for budgeting
Local Economy and Tourism					
18	VE Day Event	Planning with RBL, St James Church, Village Groups & Traders	BPC RBL St James Traders	£3500 Cllr/Vol'r time	Substantially complete all planning by end March 2025
19	Remembrance Day event	Review with RBL & St James Church from end Q2/2025	BPC RBL St James	Cllr/Vol'r time Possible materials cost	Complete review & planning by end Q3/2025
20	Christmas Tree Event	Review from end Q2/2025	BPC SCC ESBC	Allow for £100 payments to Shoulder of Mutton, St James Cllr/Vol'r time	Complete review & planning by end Q3/2025
21	EV Chargers	Halt current feasibility study until end Q3/2025 to wait until funding viability becomes clearer	BPC SCC ESBC	Nil cost to BPC Cllr/Vol'r time	Review situation end Q3/2025
22	Maintain village services	Re-form Traders Group	BPC ESBC Volunteers ?	Cllr/Vol'r time	[Long term unless a volunteer group will action]
23	Quality of mobile phone service & broadband	Set up group to review possible action	BPC Volunteers	Cllr/Vol'r time	[Long term unless volunteer group will action]



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Education and Communications					
24	Improve comms of Parish Council activities	Monthly Parish News Facebook Page Noticeboards	BPC	Possible printing costs Clerk's time Cllr/Vol'r time	Continuing Monthly report for 'The Chime'
25	Improve comms of Parish Council activities	Publish database of village contacts	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Obtain permission from groups by end Q1/2025
26	Improve comms of Parish Council activities	Provide more signposting on website	BPC	Nil to BPC Clerk's time Cllr/Vol'r time	Ongoing – review each Communication Committee meeting
27	Liaison with JTHS 'Youth Council'	Regular meetings with Head Teacher & Deputy	BPC	Cllr/Vol'r time	Ongoing 6 monthly meeting?
28	Inclusion of village schools in events	Liaison with HT's Pancake Day Races VE Day Event Remembrance Day Christmas events	BPC VEC	Cllr/Vol'r time	As per event planning programme
Environment and Countryside					
29	Quarry Liaison meetings	Attend Liaison meetings	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing Newbold - 6 th monthly Barton Pit – annual
30	Fly tipping	Report fly tipping to ESBC	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Ongoing



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
31	Support community litter picking group	Publicise activities of 'Green Leaves' group	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Ongoing – review quarterly
32	Condition of Public Rights of Way	Carry out feasibility of setting up volunteer group to carry out survey of condition of public footpaths and bridleways	BPC Volunteer Group John Taylor High School	Nil cost to BPC Cllr/Vol'r time	By end Q3/2025
Health and Social Care					
33	Improve support to older people	Support activities of Barton Neighbourhood Volunteers	BPC BNV	Nil cost to BPC Cllr/Vol'r time	On going
34	Liaison with GP Practice	Keep in touch with Practice Manager for specific practice issues	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing – quarterly enquiry
35	Liaison with GP Practice	Signpost links to Patient Liaison Services e.g. Social Provider	BPC Comms	Nil cost to BPC Cllr/Vol'r time	Ongoing – 6 monthly review?
36	Liaison with NHS – pharmacy services	Improve services provided by Well Pharmacy	BPC BNV?	Nil cost to BPC Cllr/Vol'r time	Ongoing – 12 monthly review?
Housing, Development and the Built Environment					
37	Review planning applications	Taking forward local preferences when considering local planning applications	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Fortnightly committee meeting
38	Review planning applications	Have particular regard to potential impact on Conservation Area, Listed Buildings, Tree Preservation Orders	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Fortnightly committee meeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
39	Represent Parish interests in ESBC Local Plan Review	Monitor Local Plan Review process	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing 6 monthly review?
40	Housing Need Survey	Set up PC group to investigate and cost	BPC Special Interest Group	<£5k >£10k? Consultancy costs Cllr/Vol'r time	Cost up by end of Q3/2025 for decision on budget for 2026?
41	Quarry Liaison	Attend Quarry Liaison meetings	BPC Chair or nominee	Nil cost to BPC Cllr/Vol'r time	Continuing 6 monthly meetings
42	Quarry Liaison	Lobby Staffs County Council (SCC) & ESBC for after use of Newbold Quarry as Country Park included in Local Plan Review	BPC SCC ESBC Aggregate Industries	Nil cost to BPC Cllr/Vol'r time	Continuing Review any progress at 6 monthly intervals
43	Housing Land allocations	Monitor ESBC Strategic Housing Land Availability Assessment (SHLAA) updates	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Annual or as and when new SHLAA is published by ESBC
44	Replacement Burial Ground	Raise with Borough Councillors & ESBC as part of Local Plan Review	BPC ESBC	Significant Pasture land av. £9.6k/acre but dev't value likely to be asked i.e. <£500k/acre Cllr/Vol'r time Consultancy costs Legal costs	Long term aspiration



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Transport and Traffic					
45	HGV use of B5016 and local roads	Report breaches of weight restrictions on C19	BPC	Nil cost to BPC Cllr/Vol'r time	Continuing
46	Speeding Traffic	Support & promote local Speedwatch Group	BPC Speedwatch	Nil cost to BPC Cllr/Vol'r time	Continuing
47	HGV damage to centre of village	Get SCC to improve signage at A38/Station Road roundabouts to direct traffic	BPC SCC	Nil cost to BPC Cllr/Vol'r time	Ongoing Get SCC update end of Q1/2025
48	Parking Issues (esp. peak hour for schools)	Signpost complainants to Clear Street and Staffs Police	BPC Comms	Cllr/Vol'r time	By end Q1/2025
49	Parking Issues (esp. peak hour for schools)	Liaise with Schools & Staffs Police	BPC JTHS Staffs Police	Cllr/Vol'r time	Ongoing 6 monthly review
50	Parking Issues (esp. peak hour for schools)	Signpost complainants to Staffs CC Clear Streets and Staffs Police	BPC Comms	Cllr/Vol'r time	By end Q1/2025
Facilities and Services					
51	Burial Ground Admin.	Administer applications for burials and cremated remains interments in the Parish Burial Ground	BPC Clerk BG Committee	Clerk time Cllr/Vol'r time	Continuing Ad hoc Report to monthly PC meeting
52	Village Hall	Work with the Village Hall Management Committee as Trustee to support the running of the Village Hall	BPC	Cllr/Vol'r time	Continuing Monthly VHMC meeting Report to monthly PC meeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
53	Barton & Dunstall Key Trust	Attend quarterly trustee meetings	BPC Chair	Cllr/Vol'r time	Continuing Report to following PC meeting
54	Barton & Dunstall Key Trust	Promote work of BDKT on BPC web site	BPC Clerk	Clerk time	Review end Q1/2025 and then quarterly
55	Parish Clerk 'advice line'	Clerk to continue to respond to parishioners' queries Escalate to Councillors as necessary	BPC Clerk	Clerk time Cllr/Vol'r time	Review at monthly PC meetings
Governance:					
56	Maintain best practice	Clerk monitor advice from NALC, SLCC, SPCA.	BPC Clerk	Clerk time	Continuing Review at monthly PC meetings
57	Maintain robust governance and financial procedures	Review by HR Committee, Policy Working Group & Finance Committee	BPC Clerk HR C'ttee Finance C'ttee	Clerk time Cllr time	Continuing Review at monthly PC meetings
58	Unqualified Audit Opinion	Full compliance with Financial Regulations and Standing Orders in carrying out Council operations	Clerk HR C'ttee Finance C'ttee All Councillors	Clerk time Cllr time	Continuing Annual Audit



Review and Performance

Parish Councils operate primarily within the statutory legal requirements of the Local Government Act 1972.

When they join the Parish Council all Councillors accept a commitment to carry out their duties and agreed tasks in conformance with the Council's Standing Orders, Financial Regulations, Terms of Reference of Standing Committees, the adopted Policies of the Council and national guidance received from, for example, the National Association of Local Councils (NALC).

At each monthly meeting of the Council the Agenda allows for reports from the Council's standing committees or work groups, plus progress of the Council's activities and the overall Action Plan is reviewed and monitored against the current Action List (see example in Appendix 3).

The progress on the overall Action Plan targets is reported to the Parish at the Parish Annual Meeting which is usually held in April or May in any year.

SUMMARY

The whole purpose of the Parish Council is to safeguard the well-being of Barton under Needwood and of its residents.

Barton under Needwood Parish Council has changed and evolved over the years since it was first constituted in 1894 to adapt to the significant physical changes in the size and the fabric of the village and the needs and aspirations of the residents.

The Council has been fortunate over the past 130 years to have villagers in each generation who have volunteered to step up to address the challenges of their day and to work to support their community.

The current Parish Council members aspire to do the same today and our Plan records what we have been working on this past year and how we intend to respond to the priority issues raised by the community following the consultation exercises carried out in 2024.

It is our intention that this Plan is regularly and actively reviewed to make sure that it remains relevant to the needs of parishioners and we welcome any feedback that anyone would like to give us on it.

The initial point of contact for this is our Parish Clerk who can be contacted by email on clerk@bartonunderneedwood-pc.gov.uk.

Remember that you are always welcome to bring any concerns directly to the Council as a whole at our monthly Full Council meetings or to individual Councillors whose contact details are listed on our web site under 'Your Council'.



APPENDIX 1: Parish Assets

Table 1: List of main assets owned or controlled by Barton under Needwood Parish Council	
Item	Description
1	Barton under Needwood Village Hall (as sole trustee)
2	Collinson Park and the play equipment within plus the CCTV
3	Ash Tree Road Pocket Park
4	Holland Sports Club (the main buildings, the Cricket Field, and the access road and main car park area)
5	The Fish Pond
6	The small garden area at the bottom of St James Road
7	The War Memorial
8	The Parish Burial Ground
9	Office furniture and office equipment in the Parish Clerk's Office
10	The northern (upper) part of the Crowberry Lane Car Park – the 'Village Hall' car park. The southern part of the car park is leased by Barton PC from East Staffordshire Borough Council – the 'Co-op' car park.
11	The Efflinch Lane Allotments (leased from Staffordshire County Council)



APPENDIX 2: Governance

Table 2: List of Policies reviewed and revised since April 2024	
Item	Description
Parish Council	
1	Standing Orders
2	Guide to Meetings
3	Procedure for public sessions
4	Code of Conduct
5	Code of conduct for volunteers
Planning	
6	Planning pre-application protocol
VEC	
7	Village Enhancement Committee Terms of Reference (ToR)
Parks & Open Spaces	
8	Parks & Open Spaces ToR
Finance	
9	Finance Committee ToR
10	General Risk Assessment
11	General revenue reserves policy
12	Asset Register
Burial Ground	
13	Burial Ground ToR



Allotments	
14	Allotments Committee ToR
Communications	
15	Communications Committee ToR
16	Publication Scheme Guide
17	Privacy Notice
18	Data Protection Policy
19	Social Media Policy
20	Complaints Policy and Vexatious Complaints Policy
People	
21	HR Committee ToR
22	Child Protection and Vulnerable Adults Safeguarding Policy
23	Staff Appraisal Process
24	Health & Safety Policy
25	Disciplinary Policy
26	Grievance Policy
27	Dignity at Work Policy
28	Equality & Diversity Policy
29	Records Retention & Disposal Policy



APPENDIX 3: Example of Monthly Action List:

Barton Parish Council - Action List following January 2025 PC Meeting

Minute Number	Action Points	Responsibility	Update
24/19	Gap Analysis SCC Data Protection Services	Policies WP	Policies working party to go through recommendations
24/30.1	Parish Forum to be held in Barton with PFCC and Chief Inspector	ES	Date, venue to be arranged late March.
24/30.2	Options for addressing sub-standard bollard installation near War Memorial	P&OS	Report on options and cost with proposal to be circulated; Cllr Jessel discussing with Richard Rayson
24/30.3; 24/4/7 24/55.3	Queen's Copse - future maintenance	P&OS	Pending consideration of any proposal concerning transfer of ownership from ESBC, BPC gardner clearing on an ad hoc/ as necessary basis. Meeting scheduled with contractor
24/44.2	Diamond Bus Company regarding reinstatement of Efflinch Lane stop	Planning	R. Bell and Planning to continue to press; Clerk to ask for timetables to be updated with Sunday services
24/44.3	Village Green Registration	IG	Chase ESBC - Naomi Perry
24/44.4 & 24/55.4	Burial Ground plaque increase supplier fees; request to allow beech hedge height to grow; signage to be reviewed	BG	Meeting to be scheduled
24/55.2	Planning approval query rear of 10-12 Main St property	Planning	Chase ESBC - Naomi Perry on this and other outstanding queries. Complain to Chief Exec if no meeting by end October. IG to chase
24/55.8	Who does what guide	Comms	Further work required
24/67.1	Electricity supply contract, Fishpond pump	Clerk/Fishpond Co	Review quote and fix new contract
24/71.4	EV Charging Points for Crowberry Lane Car Park	KM	NDA inappropriate; further investigatory work to be continued. Co-op looking into planning.
24/79.2	County Council Needwood Forum	ES	Chairman to write to SCC with concerns re bollards; Flood liaison, the B5017 declassification impact and priority gully list.
24/80.5	HR - Draft Policies	All	Committees to review the policy list of those policies sitting under their Committee to plan out a timescale for getting relevant NALC/SCC model policies reviewed to come to PC for approval
24/95.2a	Barton Brook log pile, Meadow Rise property	Chairman	ES to approach resident again and report to EA if not removed within a week
24/95.4	Quarries PR	Chairman	PR to be arranged around Collinson Park materials supplied for land drainage once work complete
24/105.1	Budget	All	Committees to feedback on budget for final adoption and ensuring adequate funds earmarked for future projects
24/108.4	Burial Ground dog fouling issues	BG	Committee to meet to discuss suggestions to deter dog fouling, eg. signage
24/108.6	Allotments dog fouling issues	Allotments	Committee to meet to discuss suggestions to deter dog fouling
24/108.8	Comms	ES	BPC strategy - updated document to be circulated to all Cllrs for review; to be published late January; Speedwatch page on website to be updated
24/109.2	Fingerpost at War Memorial Refurbishment	P&OS	Professional quotes for refurb to be obtained and establish if SCC permission required
25/05	Bar Lane Action Group to be formed	ES	Cllrs to assist with Action Group
25/07.1	Token to be presented to V. Wright	ES	to establish what he might like
25/07.8	Comms	ES	Chairman to draft Chime article
25/08	Crowberry Lane Car Park	ES, DL	Investigate trip hazard on exit from car park
25/10.1	HSC	JT, IG, ES	Monthly meeting dates to be arranged, mid month
25/10.4	Quarries liaison	ES	Chairman to raise landscape restoration with AJ Estates Manager, respond to resident enquirer
25/11.2	Tree offer	JT	apply for free tree packs



Appendix 4 - Glossary

BDKT	Barton under Needwood & Dunstall Key Trust
BNV	Barton Neighbourhood Volunteers
BPC	Barton under Needwood Parish Council
CCTV	Closed Circuit Television
C'ttee	Committee
Comms	Communications
Cllr	Councillor
dev't	development
EA	Environment Agency
ESBC	East Staffordshire Borough Council
esp	especially
EV	Electric Vehicle
HGV	Heavy Goods Vehicle
HR	Human Resources
HSC	Holland Sports Club
HT	Head Teacher
JTHS	John Taylor High School
Los	
NALC	National Association of Local Councils
p.a.	per annum
PC	Parish Council
POS	Public Open Spaces
POSC	Parks & Open Spaces Committee
Q	Quarter
RBL	Royal British Legion
SCC	Staffordshire County Council
SFRO	Staffordshire Flood Risk Officer
SHLAA	Strategic Housing Land Availability Assessment
SLCC	Society of Local Council Clerks
SPCA	Staffordshire Parish Councils Association
STW	Seven Trent Water Board
VE	Victory in Europe
VEC	Village Enhancement Committee
VHMC	Village Hall Management Committee
Vol'r	Volunteer