

## FINANCE COMMITTEE MEETING


15 May 2023, 7pm Small Meeting Room, Barton Village Hall

In attendance: E Sharkey, D Lord, J Brookes, S. Naylor, L Young, S Rumsby

1. Proposal received for Cllr S Naylor to stand as Chairman for the year 2023-24 - all agreed; Cllr Naylor duly appointed or the ensuing year.
2. Apologies – Cllr Taylor’s absence noted.
3. Terms of Reference for the Finance Committee were reviewed, there were no alterations. Cllr Sharkey recommended that all Councillors should be made aware prior to budget setting that ample notice should be given for any large project likely to exceed £25,000 as these fall into Public Contracts Regulations and would need more time to be publicised on Contracts Finder.
4. Annual Governance and Return papers reviewed with the following recommendations to full Council:
  - 4.1. Summary of Assets reviewed and accepted. Query to be looked into on depreciating values of items such as playground equipment, check with internal auditor. RFO to update a more detailed assets register for Council and insurance purposes, also provide detail of top ten ‘Other Items’
  - 4.2. Explanation of Significant Variances reviewed and accepted.
  - 4.3. Year End Bank Reconciliation and Receipts and Payments account, reviewed and accepted.
  - 4.4. Annual Internal Audit Report 2021-2022 (page 3 of the AGAR) and the accompanying Internal Auditors report letter reviewed and accepted. Councillors considered internal auditors’ recommendation to build up earmarked reserves for burial ground maintenance. Recommend Burial Ground committee research what the annual cost of maintenance is and incorporate this figure.
  - 4.5. Council’s response to the Annual Governance Statement (page 4 of the AGAR), all points answered and accepted.
  - 4.6. Accounting Statements (page 5 of the AGAR) approved as presented.
  - 4.7. Notice of Appointment of the Date for the Exercise of Public Rights, noted and approved.
5. Online Banking Mandate – signatories approved: Siobhan Rumsby, Steve Naylor, Ed Sharkey
6. Any other business  
Cllr Brookes asked if the Burial Ground Committee could provide estimate of size of land required for new burial ground and costs involved.  
Cllr Sharkey suggested Yoxall Parish Council to be approached on possible joint burial ground.
7. Dates of Next Meetings, 7pm:  
24 July; ad hoc meeting in September as required; 23 October; 27 November

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

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

Barton under Needwood Parish Council	
	<p>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 <a href="mailto:clerk@bartonunderneedwood-pc.gov.uk">clerk@bartonunderneedwood-pc.gov.uk</a> <a href="http://www.bartonunderneedwood-pc.gov.uk">www.bartonunderneedwood-pc.gov.uk</a></p>
Finance Committee Terms of Reference Updated 15 May 2023	

## 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. [not TOR For large projects exceeding £25,000 finance committee would seek proposals during September minutes]
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 2023

Updated by Siobhan Rumsby, RFO

### Summary of Assets & Liabilities

Fixed Assets	2022 - 2023		2021 - 2022		2020-2021	
	£	£	£	£	£	£
<b>Community Assets :</b>						
Village Hall & Car Park	1,175,102		1,175,102		1,175,102	
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	1,219		1,058		1,100	
Playground Equipment	65,352		65,352		65,352	
Office Equipment	4,007		4,007		2,622	
Other Items	77,230		74,098		0	
<b>Total</b>	<b>1,322,917</b>		<b>1,319,624</b>		<b>1,244,183</b>	
Bank Balances	163,596		119,552		132,532	
<b>Total Assets</b>	<b><u>1,486,513</u></b>		<b><u>1,439,176</u></b>		<b><u>1,376,715</u></b>	
Difference (Fixed Assets)		<b>3,293</b>		<b>4,832</b>		<b>23,563</b>

+/- Capital Expenditure	2021-2022	2022-2023	Date of Acquisition	Acquisition Value	Insurance Value	Replacement Value	Change
-------------------------	-----------	-----------	---------------------	-------------------	-----------------	-------------------	--------

<b>Total Change</b>	<b>70,867</b>	<b>74,160</b>					
Stihl Blower BG86 CBE			11-May-22	238	238	238	71,105
Stihl Blower BG86C decomissioned			16-Jun-17	-222	222	222	70,882
Trip Fencing			29-Jun-22	624.7	624.70	624.7	71,507
Stiga SBC 226 JD Brushcutter			01-Jul-22	146	146	146	71,653
Bollards (plastic)			16-Feb-23	2,506.90	2,506.90	2,506.90	74,160

Total Difference **3,293**

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

S. Rumsby, RFO 31/03/23



Barton under Needwood Parish Council

**Earmarked Reserves**

B/f 2022/23	Description	New amount added 2022/23	Amount Spent 2022/23	Proposed c/f 2023/24	Minuted Approval Full Council
35,000.00	Car Park Maintenance and resurface	9,367.88	570.00	35,000.00	03/11/2022
500.00	Climate Fund (Fishpond	0.00	500.00	0.00	03/11/2022
700.00	Resident funding Fishpond contamination prevention	0.00	0.00	700.00	03/11/2022
5,000.00	Burial Ground Remedial Works	0.00	640.00	0.00	03/11/2022
3,000.00	Green Space Projects	0.00	0.00	0.00	03/11/2022
426.80	Full Brook Clearance funds (SCC)	0.00	0.00	426.80	03/11/2022
0.00	Toddler Park (Mercer)	0.00	0.00	10,000.00	04/01/2023
0.00	Fishpond Pegs (Cameron)	0.00	0.00	10,000.00	02/03/2023
0.00	Land Drainage P&OS	0.00	0.00	3,000.00	04/11/2022
5,625.00	Election Expenses	1,875.00	0.00	7,500.00	03/11/2022
Total Reserves				<b>66,626.80</b>	

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

Year Ended 31 March 2023

S. Rumsby, RFO

Box	Year Ending		Variance	%	Explanation
	31/03/2022	31/03/2023			
1 Balances b/f	132532	119551	-12981	-9.79462	
2 (+) Precept	63876	76000	12124		19 Increased due to rising operating costs,(living wage increases 6% grounds maintenance contract increase 10% and varying energy increases)
3 (+) Total other receipts	62014	73587	11573		19 An increase in Burial Ground interments saw an addition income of £4K £1863 more than previous year was received in grants for projects The VAT reclaim was £3,800 higher than the previous year due to large projects carried out. Car park fees due from the local supermarket were higher by £864 set by agreed CPI index rate.
4 (-) Staff costs	50685	52518	1833	4	
5 (-) Loan interest/capital repayments	0	0	0	0	
6 (-) All other payments	67975	53025	-14950	-22	Some £15k was spent the previous year on CCTV compared to very little spend this year
7 (=) Balances c/f	117130	163596	46466	40	Earmarked Funds - see attached schedule
8 Total value of cash and short term investments	119552	163596	44044	37	Mainly due to donations of £20k which have been earmarked for projects plus increases in the Burial Ground and the VAT reclaim Some projects budgeted for have been delayed until the new financial year (see earmarked funds)
Total fixed assets plus long term investments					
9 and assets	1319624	1,322,917	3293.05	0.25	

<b>Barton under Needwood Parish Council</b>			<b>Bank Reconciliation as per statements at:</b>		31-Mar-23
Lloyds Current A/C			£	2,001.00	
Lloyds Deposit (Instant Access) A/C			£	87,522.39	
National Savings			£	73,922.73	
Petty Cash			£	150.00	
<b>Total Bank Balances</b>					<b>£ 163,596.12</b>
<u>Add Credits not on Statement</u>					
				£0.00	<b>£ 163,596.12</b>
<u>Less unrepresented payments:-</u>					
				£0.00	<b>£ 163,596.12</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>		£	149,586.70		
<i>Less Expenditure to date</i>		£	105,542.40		
Total Cash and Investments as at -				<b>£ 163,596.12</b>	
				<b><u>Difference</u></b>	£ 0.00
<u>RFO, S. Rumsby</u>					

<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

19 April, 2023

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 2023**

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 2022-23 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 2022.

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)



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 have noted that you have properly discharged your responsibilities in regard to the Village Hall charity (CC No 502046) of which you are the Sole Trustee.

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 2022-23 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 £66,626) is 1.27 years. We consider this to be a very 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;
2. We note that your burial ground is getting close to its full capacity and have suggested to your Clerk that the council should consider starting an accumulating ear marked reserve to fund maintenance once the income stream dries up.

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 2022-23 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,

Alan Koplis



### Reserves:

- 5.30. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

### General reserves:

- 5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- 5.33. 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 and twelve months of net revenue expenditure.
- 5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
- 5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.
- 5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

### Earmarked and other reserves:

- 5.37. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.
- 5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), 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 Internal Audit Report 2022/23

Barton-under-Needwood Parish Council

www.bartonunderneedwood-pc.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

22/11/2022

18/04/2023

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

19/04/2023

\*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).



# Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\***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 2022/23

Barton-under-Needwood Parish Council

www.bartonunderneedwood-pc.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

22/11/2022 18/04/2023

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

19/04/2023

\*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 2022/23

We acknowledge as the members of:

### BARTON UNDER NEEDWOOD PARISH COUNCIL

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 2023, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

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

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk



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



## Section 2 – Accounting Statements 2022/23 for

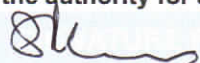
### BARTON UNDER NEEDWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	132,532	119,552	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	63,876	76,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	64,435	73,587	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	52,503	52,518	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	88,788	53,025	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	119,552	163,596	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	119,552	163,596	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,319,624	1,322,917	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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**



Date

01/06/2023

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

as recorded in minute reference:

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



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

BARTON UNDER NEEDWOOD PARISH COUNCIL

### 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 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



## 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 3 July 2023 and must **include the first 10 working days of July**.

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, and in line with the regulatory inspection period.

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

(See calendar guide overleaf, noting that because the earliest date to start a compliant public rights period is 5 June 2023 the definition of 'as soon as practical' excludes any earlier dates than this.)

The inspection period commences on: 5 JUNE 2023

And ends on: 14 JULY 2023

Signed:  Date: 2/6/23

Position held: CLERK/RFO

## 2023-24

[illegible][illegible]

<b>Barton under Needwood Parish Council</b>			<b>Bank Reconciliation as per statements at:</b>		31-May-23
Lloyds Current A/C			£	1,800.00	
Lloyds Deposit (Instant Access) A/C			£	114,631.82	
National Savings			£	73,922.73	
Petty Cash			£	150.00	
<b>Total Bank Balances</b>					<b>£ 190,504.55</b>
<u>Add Credits not on Statement</u>					
				£0.00	<b>£ 190,504.55</b>
<u>Less unrepresented payments:-</u>					
				£0.00	<b>£ 190,504.55</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		£	87,522.39		
National Savings		£	73,922.73		
Petty Cash		£	150.00		
Parish Council -		<b>Total</b>	<b>£ 163,596.12</b>		
<i>Add Receipts to date</i>		£	52,130.47		
<i>Less Expenditure to date</i>		£	25,222.04		
Total Cash and Investments as at -			<b>£ 190,504.55</b>		
				<b><u>Difference</u></b>	£ -
<u>RFO, S. Rumsby</u>					

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

01/06/2023

<b>Payee</b>	<b>Description</b>	<b>£ Value Gross</b>	<b>£ VAT</b>	<b>£ NET</b>
Salaries total		4,051.12		4,051.12 HR
Nest		183.99		183.99 HR
HMRC		1,217.80		1,217.80 HR
Mitmark	Collinson park CCTV	96.00	16.00	80.00 P&OS
Lloyds	Bank charges	10.40		10.40 Admin
SSE	Electricity	63.57	3.03	3.57 Fishpond
Playdale	Annual inspection	312.00	52.00	260.00 P&OS
Welters	Memorial plaque	225.13	37.52	187.61 Burial Ground
Barton Village Hall	Electricity Car Park lighting	861.43		861.43
Mid Anglia Engineering	SpaceWalker repair	918.00	153.00	765.00 P&OS
<i>JK Contracting Quote</i>	<i>Sluice Gate</i>	<i>1,142.40</i>	<i>190.40</i>	<i>952.00 Fishpond</i>
<i>Gilvar Quote</i>	<i>Marking Village Hall C.P.</i>			<i>655.00</i>
<i>Gilvar Quote</i>	<i>Marking Village Hall Potters</i>			<i>663.00</i>
				<b>9,890.93</b>

Scheduled Payments

Authorised Chairman .....

**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

Meeting of 22 May 2023 Committee Chairman appointed Cllr Ian Gilbey; Co-opted Member R. Bell; Terms of Reference reviewed with no changes.

1. 00539 - Utterhill House, 8 Main Street : Felling of one Yew tree  
*The tree is a familiar site in Main Street but not a significant contribution to the visual amenity of the Conservation Area and does not appear to justify a TPO. We have no objection to the felling and are pleased with the applicant's intention to replace it with a more suitable shrub.*
2. 00475 - 34 Efflinch Lan : Erection of a first floor side extension including window in existing garage door opening
3. P/2022/01358 - Midlands Co-operative Society : Retention of 1 x externally illuminated fascia sign, 1 x halo illuminated fascia sign, 1 x externally illuminated projecting sign, and 2 x non illuminated fascia panel signs - Revised

#### ESBC Decisions – Permissions Granted

4. 00186 - The Waterfront Public House, Barton Marina : Demolition of existing orangery, erection of new orangery with extension to balcony above
5. 00250 - 2 Catholme Lane : Erection of a two storey front / side / rear extension, single storey rear extension and detached single storey outbuilding
6. 00260 - 53 Park Road : Erection of a two storey front extension, single storey front, side and rear extensions, raising of ridge height to existing front gable, and associated works (Revised Scheme)
7. 00125 - 10-12 Main Street : Demolition of existing sunroom to facilitate the erection of a singlestorey rear extension to form kitchen and family room, canopy roof with associated internal alterations, erection of a detached garage and formation of driveway (Revised Scheme) AND
8. 00127 - 10-12 Main Street : Listed Building Consent for the Demolition of existing sunroom to facilitate the erection of a singlestorey rear extension to form kitchen and family room, canopy roof with associated internal alterations, erection of a detached garage and formation of driveway (Revised Scheme)
9. 00363 - 40 Holland Park : Erection of a single storey rear extension, external works to include cladding and render.

#### Correspondence

24/5/23 Noise complaint re motorbike track and Query on Change of Use of Lane adjacent Starbucks and Travelodge off A38 Barton under Needwood. ESBC confirmed no permission on the site for change of use/use of bikes however the permitted development order does allow such uses for a number of days (14 days) per year without permission. Gary Shilton, Case office and Dave Ward, Planning Enforcement have also been made aware and we will continue to keep an eye the matter from an enforcement point of view and take action if appropriate.

## **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).
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 way of the proforma that accompanies each application or by the Parish Council email site to the Parish Clerk who will enter details on the schedule to the agenda for each meeting.
6. To represent or arrange representation for the Parish Council where appropriate at meetings of the Planning Authority or any planning enquiry.

Reviewed 22/5/23

## **Barton under Needwood Parish Council Parks and Open Spaces Committee**

**Meeting – Thursday 25 May 7.00 p.m. , Small Meeting Room, Village Hall**

**Present:** Ed Sharkey (ES), Ian Gilbey (IG), Jeanette Taylor (JT), Lindy Young (LY), Stephen Harley, Siobhan Rumsby (SR)

**Apologies: None**

### **Agenda Items and notes:**

#### **1. Election of Chair for 2023/24:**

- a. Stephen Harley was proposed and seconded as Chair of the Committee. There were no other nominations. After discussion on ten supports he would receive from fellow members of the Committee SH accepted the nomination and was unanimously elected as Chair. . **[ACTION: All]**

#### **2. Parks and Open Spaces Terms Of Reference:**

- a. Draft revised Terms of Reference (ToR) for POSC had been circulated before the meeting. ES went through the draft ToR and after discussion the meeting unanimously agreed to their adoption (copy attached to these minutes).

#### **3. Landscape Maintenance Contract**

- a. There was a discussion on how the administration of the BPC contract is to be carried out over the remainder of the 2023 season and it was agreed that since ES was the Councillor named as 'Contract Administrator' for the PC in the current year's contract then it would make sense for ES to continue in that role whilst working with another Councillor to gain experience to allow the role to be handed over for the 2024 season. ES agreed to do this. **[ACTION: ES]**
- b. There was discussion on the reviewing the way inspections of maintenance works should be made after each visit, and recording of any issues to be raised with the Contractor. Generally JT and IG were picking up any points requiring attention around the Fishpond but there was scope for other Councillors to take on looking at Collinson Road, Ash Tree Road and the garden area at St James Road. Agreed that an appropriate checklist be developed for the purpose, **[ACTION: ES]**
- c. ES noted that the new ToR required a formal 'mid-summer' review of operations with the contractor and this would ideally coincide with the next POSC meeting in July/August.

#### **4. Budget Allowances for 2023/24**

##### **a. Budget:**

- i. The POSC budget for 2023/24 is £17,500.
- ii. At the time the budget was set in Dec 2022 that comprised:

1. Annual Landscape Maintenance - £7000
  2. Annual CCTV costs - £1000
  3. Seasonal Planting - £800
  4. 4 no. replacement benches at Collinson Park - £1700
  5. Match funding for refurbishment of Toddlers Play Area - £5000
  6. General miscellaneous allowance (repairs, etc) - £2000
- iii. An additional £3000 was allocated to be held in reserves for land drainage work at Collinson Park.
  - iv. Post Dec 22 the general maintenance contract was re-negotiated in March 2023 at a figure of £7824.78 (or say £8000 in round figures – an increase in approx £1000). If this comes out of the general miscellaneous allowance then that leaves £1000 in that item.
  - v. *Post-meeting note: The PC has also had to pay £765 for the repair of the 'Space Walker' item in Collinson Park and if this is paid out of GMA then that leaves only approx £250 'float' in the budget.*

**b. Major Project – Collinson Park – Toddlers Play Area Re-furb**

- i. The refurbishment of the Toddlers Play Area is to be carried out this financial year.
- ii. Grant from Mercer Farming - £10k
- iii. Grant from BDKT - £5k
- iv. BPC allocation from reserves – £5k
- v. Set programme
- vi. Confirm quotes and let safety surfacing contract
- vii. Order and arrange installation of new gates
- viii. Get quotes and arrange for re-painting of equipment
- ix. Carry out repairs to equipment
- x. Arrange photo op for sponsors at formal re-opening
- xi. There was discussion as to which member of POSC might take on the running of this contract or whether one of the Councillors due to be co-opted might be able to take this on.

**c. Collinson Park – Land Drains:**

- i. ES reported that Chris Norbury (CN) of Lanes Group plc had been sent addiotnal plans on 17/05/23 to assist in preparing a quotation for remedial works to the land drainage and that ES had left message w/b 22/5 following up.
- ii. Agreed that ES try contacting Lane's again requesting quotation urgently.  
**[ACTION: ES]** *Post-meeting note: ES spoke with CN on 30/05/23 who promised and estimate for the PC meeting on 1/6/23)*
- iii. Also agreed to try contacting Boultons again from Yoxall (who were the original installer) for confirmation of 2022 estimate of approx £3000. ,  
**[ACTION: ES]**

**d. Collinson Park – Replacement Benches:**

- i. Budget allocation for £1700 for installation 4 no. recycled plastic benches with backs this FY. **[Action: A POSC member needed to confirm specification and prices and take this forward.]**



**e. Collinson Park CCTV**

- i. Agreed that there should be a review of a system for checking that the cameras are properly aligned and working.
- ii. Wider issue for Finance Committee of purchase of e.g. a tablet computer for use in downloading data remotely from the CCTV System to avoid tying up the PC Office Computer or using Councillors private devices. **[Action: Refer to Finance Committee for discussion]**

**f. Collinson Park – Climbing Net:**

- i. Repairs to anchor boxes still to be undertaken using grass matting tiles held in PC loft behind stage on Village Hall.
- ii. Requires import of good quality soil to make up levels to allow mowers to run over without 'scalping' and then overseeding. **[Action: A POSC member needed to confirm specification and prices and take this forward.]**

**g. Fitness Equipment:**

- i. The 'Space Walker' item repair will be completed by Mid-Anglia Engineering by 26/05/23.
- ii. *Post meeting note: Item was reinstalled on 26/5/23*

**h. Equipment Inspections:**

- i. Agreed that, as well as Annual Playdale/RoSPA inspection, there needed to be a system for formal regular inspections of all BPC apparatus in Public Open Space Areas to monitor for damage and to prevent accidents.
- ii. To help identify individual items the numbered ID tags to be fitted.
- iii. SH suggested that setting up an inspection system would be something he would be prepared to take on. **[Action: SH]**

**i. Fishpond – ongoing:**

- i. The 2023/24 Fishpond budget is £8500 - £3500 general budget and £5000 allocation to peg repairs
- ii. There needs to be an agreement on priorities for spending on pond projects, details on how these are to be carried out, and quotes obtained for the work.
- iii. JT had an estimate of cost of approx £8000 for replacing the training platform.
- iv. Following the site meeting at the pond on 20/05/22 (separate notes of meeting on 20/05/22 already circulated and copy attached) there was a discussion on the options for either the installation of a penstock on the sheet piling on the side of the Brook (JT now received quote of £952.00 ex VAT) or for installation of an in-line gate valve to close the entry to the supply pipe (quote of £4672.00 ex VAT).
- v. It was agreed that the recommendation be made to Full Council to proceed with the quote for the penstock installation since it was cheaper and since it had been confirmed that the PC DID have a valid EA Abstraction Licence for pumping from the Brook.
- vi. It was noted that with the £700 ring fenced from public donations for the scheme then the difference of approx £250.00 would come in the short term from the Fishpond Budget but that the Finance Committee be asked to consider vireing 'top-up' funds if necessary.
- vii. Agreed that SH confirm with the Contractor arrangements for making the operation of the penstock secure. **[Action: SH]**. . *Post-meeting note: SH*

*confirmed that the handle to operate the penstock would be secured and the lock secured beneath steel 'box cover'. Installation programmed for w/b 19 June.*

- viii. Procedures for operating penstock and pumping arrangements to be agreed with Bailiffs. **[Action: JT/IG]**.
- ix. Agreed that for lack of time discussion on Draft Formal Terms of Reference for the Fishpond Committee and the relationship with the Bailiffs previously produced by BPC HR Committee in 2021 be deferred to a future meeting.
- x. The Parish Clerk (SR) advised members on the correct response to a complaint received about the delay in fitting a penstock and POSC members to check timelines for enquiries, meetings with contractors, and chasing for responses for quotations and advise the Clerk accordingly. **[Action: All]**

**j. Repairs to National Forest Signs:**

- i. Cost of this work was previously estimated at approx £600 however the original company who produced the signs had now merged with another and therefore any quotation would need refreshing.
- ii. Members to review signs and consider how to proceed at next meeting.

**5. Any Other Business:**

- a. None raised.

**6. Date of Next Meeting:**

- a. With a view to a 'mid-summer contract review members were asked to look at availability in week commencing 10 July.

Prepared by Cllr E Sharkey  
Parks & Open Spaces Committee

31-05-23

## Barton under Needwood Parish Council



Clerk to the Council:  
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)

## Parks & Open Spaces Committee Terms of Reference

Updated May 2023

### Introduction

This Terms of Reference sets out the purpose of the Parks & Open Spaces Committee and how it will operate

### Purpose of Committee

The Committee will ensure that the Council's Parks and Open Spaces are managed in accordance with legislation, statutory regulations and good horticultural, landscape and ecological practice in line with a Parks and Open Space Strategy adopted by the Parish Council setting out short, medium and long term goals.

To consider and make recommendations to full Council on the following:

1. Budget:
  - a. Between April and October assess requirements for expenditure on any maintenance items, e.g. equipment requiring non-urgent repair or replacement, any alteration to the maintenance regime likely to incur additional expenditure, proposal for any new equipment, any tree work
  - b. During October/November each year, prepare a budget for recommendation to the Finance Committee and Council for the following financial year.
2. Periodically, to assess the Budget for the current financial year and report to full Council to make recommendations on any amendments or variance required, especially in the case of any shortfall or potential overspend during the financial year
3. To prepare and keep under review at appropriate intervals a Green Spaces/Parks and Open Space Strategy and to carry out appropriate public consultation on such a document to inform the Parish Council's management and investment in its current Green Spaces and any future green spaces that may be acquired or leased.

4. To manage the maintenance of the Parish's Parks and Open Spaces through a detailed Term Contract let by competitive tender – normally for a 3 year term. Appoint a member of the Committee as the 'Contract Administrator' formally named under the Contract.

The Contract Administrator to ensure that:

- a. The Term Landscape Contractor attends site regularly and gives due notice of intended maintenance visits as detailed in the contract.
- b. Meet with the Contractor regularly as necessary to highlight any particular works required to be undertaken or to discuss quality of maintenance work.
- c. Give formal written notice to the Contractor of any additional works required or to instruct expenditure of any Provisional Sums in the Contract.
- d. Receive and check the Contractors monthly invoices and make any recommendation of acceptance for payment to the Parish Clerk.
- e. Conduct a formal 'mid-term' review with the Contractor at an agreed midpoint of the Contract in the summer.
- f. Carry out an 'end-of season' review with the Contractor before the end of October. Discuss and agree any potential amendments to the Contract Specification or Contract Terms and review any cost implications of these and make provision in the budget.

## 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.

**MEETINGS:** Schedule meetings as necessary – normally quarterly - to meet the deadlines set by the Council. After each meeting of the Committee, the Chairman will prepare a minutes or a report to Full Council, outlining the activities of the group and including recommended courses of action or reports on appropriate issues for inclusion on the next agenda of the Parish Council.

**MEMBERSHIP:** To be drawn from members of the Council or co-opted as required; normally 5 persons.

**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. The Chairman shall be a Parish Councillor

**EXTERNAL ATTENDEES:** As required. The Chairman of the Committee may co-opt other members from time-to-time, who may be able to provide expertise or advice on particular issues, e.g. members of the Police, East Staffs Borough Council Officers, Staffordshire County Council Youth and Community Service, etc.

**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

### Notes of Meeting – Saturday 20 May 2023 13.00, on site – Fishpond

#### Purpose: To review potential pollution prevention measures for the Fishpond.

**Present:** Parish Councillors - Ed Sharkey (ES), Derek Lord (DL), Ian Gilbey (IG), Jeanette Taylor (JT), Stephen Harley (SH), Simon Darby (SD) – Bailiff, James Kerry (JK) – James Kerry Contracting

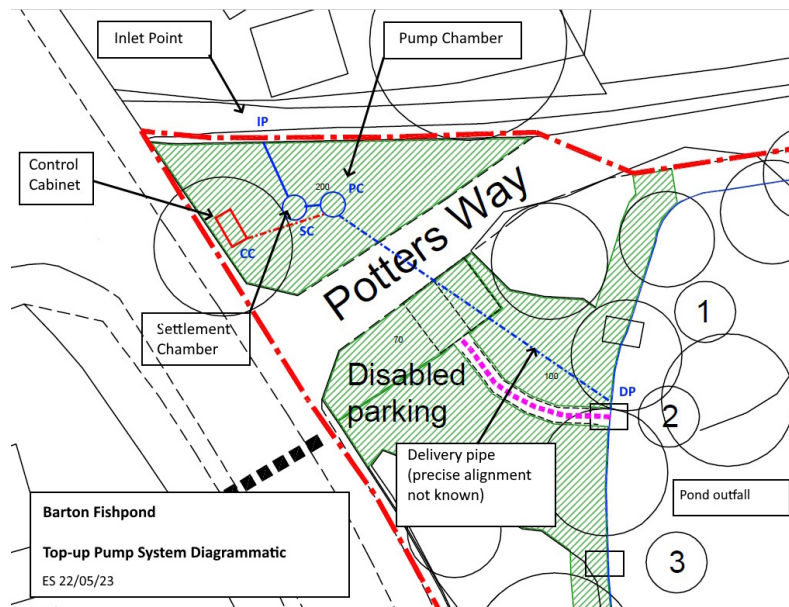
#### Notes:

##### 1. Introductions:

- ES introduced DL as the PC Vice-Chair and a professional drainage engineer who had been asked to provide input to the review. SD and JK were also introduced to DL and SH – all other parties being known to each other.
- SD is one of the Fishpond Bailiffs who operates the pumping system when water is required to be transferred from the Brook to top up levels in the pond. JK owns JK Contracting who have carried out extensive works at the pond over the last 2 years including bank stabilisation using gabions and re-building of fishing platforms and repairs to other pegs.

##### 2. Existing Pumping System:

- Pipework and chambers:** SD & SH removed the lids to the two manhole chambers to demonstrate the existing pumping arrangement.



Water from the brook enters the system via a 100mm dia. pipe cut through the steel sheet pile of the banking close to the stream bed level. The entry point is just upstream of a

sleeper 'weir' set into the stream bed and has a steel mesh screen to prevent gravel being sucked into the pipe. The precise invert level is not known.

The pipe leads to a concrete ring manhole which acts as a settlement chamber to remove some of the sand and silt carried in from the brook. The invert levels of the supply and discharge pipes are not known. The depth to the base of the manhole below the discharge invert level is not known and therefore neither is the volume of silt that the chamber may hold.

A link pipe takes water from this chamber to the adjacent pump chamber to the east which contains a submersible pump. The bottom of this chamber is approx 450mm below the invert level of the feed from the settlement chamber. There is a float valve which turns off the pump once the water in the chamber falls below a set level (exact level relative to datum not recorded). The pump will turn on again automatically once the water level in the chamber has risen sufficiently.

The pump is rated at a flow of approx 10L/sec.

A discharge pipe takes water from the pump chamber to an outlet point to the right hand side of Peg 2 beside the pond. The alignment of the pipework from the pump chamber to the discharge point is not known precisely; neither are the levels of the inverts at the pump chamber or the discharge point.

- Controls:** The pump is controlled from a locked free-standing cabinet beside the hedge to the N side of the egress of Potters Way onto Efflinch Lane.

The pump system can be controlled via a timer set to operate at multiple intervals over a 24hr period.

The timer can be overridden to operate manually.

Currently the pump is operated in both automatic and manual mode as the need arises if the Bailiffs consider that top up is required, especially in summer months.

As well as the control gear and electricity meter the cabinet contains a low wattage heater to help control condensation.

- Demonstration:** SD demonstrated the operation of the pump system and at that time once the pump had reduced the level in the pump chamber inflow from the settlement chamber seemed to match discharge from the pump chamber and the pump operated continuously.

##### 3. Pollution prevention - overview:

- A pollution incident in October 2021 occurred when motor oil which had been poured into the brook via a gully in the St James Road area was accidentally pumped into the pond via the water top up system when the pump was set to automatic operation on the timer.
- Afterwards a community crowd funding site raised the sum of £700 towards the cost of installing measures that would help prevent a pollution incident in the future.
- At the time it was decided to investigate fitting a sluice gate or penstock to the face of the steel bank piling to allow the inlet point from the brook to be shut off as required.
- Since that time Barton PC has tried – unsuccessfully – to find a local engineer or fabricator who would build and fit a simple sluice gate.
- Following the successful project by JK Contracting to replace the fishing platforms in Spring 2023 the company, in discussion with JT and SH, indicated that they would be capable of undertaking the necessary work to install a flow control device and the meeting on 20/05/23 was called to hear JKC's proposals and to review options.

- f. ES had requested DL attend to advise fellow Councillors on both technically feasible design options and the regulatory system applying to abstraction from the Barton Brook watercourse – which is classified as ‘Main River’ by the Environment Agency.

#### 4. Permitted Extraction:

- a. **History:** Barton Fishpond was taken off-line from the Barton Brook in the later 1980’s when the brook was diverted on to its current alignment; it is presumed under works organised by the National Rivers Authority. At that point the pond was not provided with a top up flow from the brook. Following deterioration in the water quality in the pond the current top up system was installed (also presumed to be by the NRA).
- b. **Abstraction Licence:** members present were unsure what the details of the abstraction license were for the top up supply.
- c. *[On checking post-meeting ES noted that the Environment Agency web site records that Barton under Needwood PC are the holders of Abstraction Licence No. 03/28/24/0098 for make up or top-up water with a maximum quantity of 80cu.m. per day and a maximum annual quantity of 8000 cu.m. The daily limit of 80 cu.m. equates to 80,000 litres which if the pump runs at 10L/sec means a maximum daily pumping period of 2.2hrs continuous operation.]*

#### 5. Engineering Options:

- a. There was general discussion about options for closing off the water intake as well as dealing with any pollution that might get into the system.
- b. **Penstock – v - Gate Valve:** DL noted that a sluice/penstock option would only be effective if it was normally kept closed so that in the event of pollution incident, no polluted water can be abstracted. Bailiffs would need to open the valve before operating the pump and thus could check for signs of pollution. However if the pump is operated on timer with the bailiffs not present, there would be a risk of a repeat of the 2021 event.
- c. If there is a need to operate the pump on timer then in order to remove the risk of pollutants entering the pond an oil interceptor could be installed downstream of the pump. DL noted that the best option would be to prevent oils getting into the system from the brook in the first place and suggested that rather than a sluice or penstock mounted on the piling there might be a gate-valve arrangement in the line between the inlet and the settlement chamber. This would mean that there were no external parts on the piling that could be interfered with. Access to the valve would be by a small manhole and the valve key would be kept in the control cabinet. DL noted that the valve should normally be shut and only opened when pumping was due to operate, when bailiffs should do a visual check that the brook was running clear of any obvious pollutants.
- d. In discussion with DL JK both agreed that the existing inlet pipe (thought to be 100mm dia plastic) would need to be replaced with flanged steel pipe, with the gate valve installed in line. JK noted that the depth of the trench required to be excavated to install the new pipe and valve would require the contractor to either use a ‘trench box’ or to bench the excavations to comply with safe working practice.
- e. JK suggested the contractor would need to take the whole of the triangular area between Potters Way, Efflinch Lane and the brook as working area and secure it with Heras fencing. The public footpath would need to be temporarily diverted but as the work would be likely to take less than a week to complete then the relatively short diversion might be satisfactorily posted by site notice.
- f. JK was requested to provide a quotation for works to install a gate valve. **[Action: JK]**
- g. ES to discuss with the Parish Clerk and the Chair of the Finance Committee the principle of vireing monies into the Fishpond budget to allow the project to proceed rapidly. **[Action: ES]**
- h. **Oil Interceptor:** There was general discussion on the suggestion of installing an oil interceptor in the system, which would then allow for puming on timer without pollution risk.
- i. DL noted that an interceptor could satisfactorily be installed downstream of the pump and that trying to install it upstream of the pump would inevitably mean carrying out significant civil engineering work within the 8m buffer zone of the watercourse which would require

obtaining prior approval from the Environment Agency as the Barton Brook is classified as ‘Main River’ and EA consent for works would be required.

- j. If an interceptor was located e.g. within the current car parking area on the S side of Potters Way that would be far enough away NOT to require EA consent.
- k. However it was considered that installing an interceptor would cost in excess of £10,000 and although it might improve water quality and be a ‘back stop’ if a future oil or fuel pollution incident occurred whilst the pump was operating it wouldn’t protect against pollutants such as pesticides that might be dissolved in the brook water.
- l. Therefore the priority works were to install a means of stopping brook water entering the pumping system, e.g. a gate valve.
- m. **Survey:** DL noted that for any underground works, either replacement of the pipe between the brook and chamber or an interceptor then that would require a full line and level survey of the existing system to check the alignment of the pipe runs and the invert levels. It would also need to locate the electricity cables .
- n. This would be necessary to determine if the levels were feasible to insert an interceptor with re-laying the whole delivery pipework. JK was requested to provide a quote for a survey of the pump infrastructure.

#### 6. Risk Reduction with the current system:

- a. **Manual – v – Timer operation:** The risk of accidental pollution of the pond would be much reduced if the existing pump system was to be operated only by manual override until a stop valve or penstock as installed. Bailiffs should check the condition of the brook visually before turning the system on. **[Action: Bailiffs]**

Prepared by Cllr E Sharkey  
Chairman – Barton PC

22-054-23

## CORRESPONDENCE

### GENERAL

1. Resident request for Bellways Open Spaces to be made into wildflower meadow and suggestion schools/conservation groups could be involved. *Clerk responded*
2. Complaint requesting investigation into delay in installation of sluice gate at fishpond. Clerk responded to initial queries of 15/5 and further complaint received 18/5 to be responded to by 16/6
3. Resident complaint about tree mown over in Queen's Copse, asking for replacement – Clerk replied referring to ESBC contact
4. Invitation x 2 to Outwoods Parish Council Meeting to meet Ben Adams, Police Fire and Rescue Commissioner 12/6/23 – 6.30pm, Henhurst and District Recreational Club. DE139TD. – Cllr Brookes to attend
5. Walton on Trent PC – copy of Risk Assessment of Station Lane sent to local authorities and MPs
6. Resident concerns about overgrown tree backing onto Short Lane/Ash Tree gulley – Lengthsman cut back.
7. Resident request to consider Speed Awareness Signs; dog bins at Barton Marina and repositioning of goals at Oak Road Play area – *Clerk responded*

### SCC/HIGHWAYS

8. Cllr Jessel: reports and communications circulated

### ESBC

- 9.

### POLICE

10. Report circulated.

### SPCA/NALC/SLCC

11. SPCA – Newsletters, training circulars;

## **Problematic Parking on Wales Lane Opposite Brookside Road – Cllr Brookes 01.06.23**

### **The Problem**

The issue is that people are repeatedly parking on Wales Lane, directly opposite or near to the junction with Brookside Road. This forces people to drive past the junction on the wrong side of the road and can force them to make the turn partly on the wrong side of the road. This is a busy junction with Wales Lane being a main thoroughfare through the village. The junction also has a lack of visibility, making the parking particularly dangerous.

I have repeatedly attempted to address matters by contacting the local PCSO going back to at least February 2021, however it appears that this matter is not going to be resolved. As there is no double yellow line, Clear Streets cannot take enforcement action. Whilst Rule 243 of the Highway Code clearly states do not park opposite or within 10 meters of a junction, I am advised that as it is a 'do not' the Police may not have an enforcement route. Please see Pictures 1-7 to illustrate the junction and problem.

### **Proposed Solution**

It has become clear that parking restrictions are required to prevent parking opposite the junction and create a clear enforcement route, if vehicles are still parked there. The problematic area is in front of 59 to 63 Wales Lane (see indicated in red on Figure 1). However, the imposition of parking restrictions here alone may translocate the problem to the Brookside Road side of Wales Lane, near the fenced brook area. This would also pose a problem regarding visibility from the Brookside Road junction, which is already very poor. Furthermore, owing to the lack of pavement on the nearside due to the fenced brook area, pedestrians (including schoolchildren and the elderly) are forced to cross here when walking into the village/to the bus stop. Hence, any parking here would also create an issue for pedestrians, including vulnerable groups.

It has been additionally considered whether parking may be translocated to Brookside Road. As vehicles are already at times parked here anyway and it is a side road with slower moving traffic rather than a main thoroughfare, this would; i) not be creating an additional issue, and ii) any issue would not be of the same magnitude of the extant problem.

**The current proposal is to ascertain whether there is support in principle for parking restrictions here at Parish level, prior to a more formal proposal to SCC.**

It is nominally proposed that parking restrictions are brought in on Wales Lane both on the opposite side of the junction and on the near side, left of the junction (approximate locations given in yellow on Figure 2). Nevertheless, it would be for SCC to assess the junction and decide the exact location of any restrictions.



**Picture 1: The Junction**



**Picture 2: Poor Visibility to the Left of the Junction**



**Picture 3: Parked Cars Force Traffic onto the Wrong Side of the Road**



**Picture 4: Such as the Bus**



**Pictures 5 & 6: Parking Directly Opposite can prevent turning into Brookside Road properly**

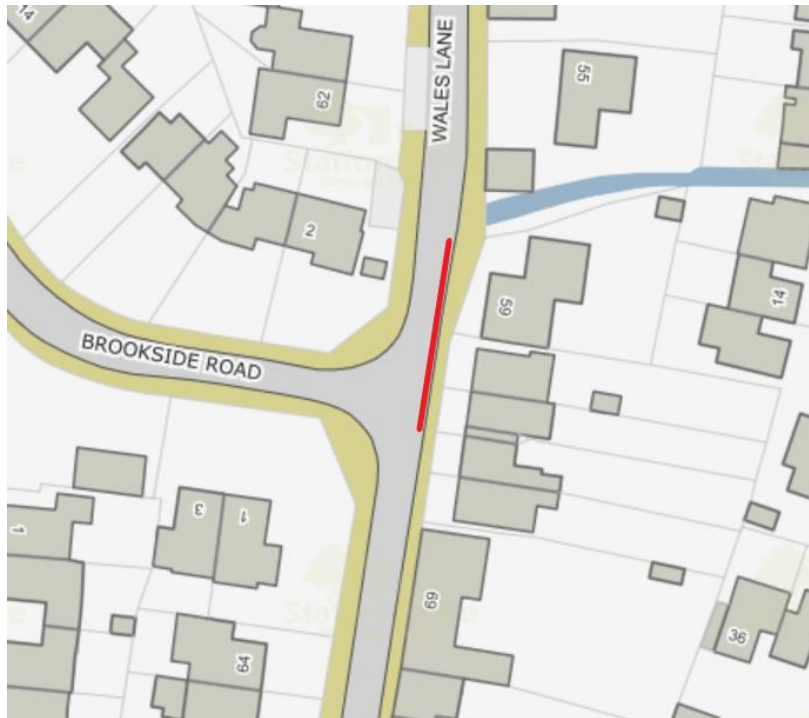




**Picture 7: A Large Tyre Skid Mark in the Location of Concern**



**Figure 1: Approximate Area of Concern**



**Figure 2: Possible Area of Parking Restrictions, for SCC to assess**

