

NOTICE OF CASUAL VACANCY - PARISH COUNCILLOR



BARTON UNDER NEEDWOOD PARISH COUNCIL

Dated: 26 October 2023

Our Elections Officer has advertised the above vacancy for the required amount of time and has confirmed that no election will be called. A qualifying candidate may therefore be co-opted at a meeting of the Parish Council. Applications are invited from anyone wishing to become a Parish Councillor. Please write in to the Parish Clerk giving some background information about yourself and reasons why would you like to become a Councillor. The deadline for receipt of applications is Wednesday 29 November 2023.

For an insight into what being a Councillor involves, visit our Website

www.bartonunderneedwood-pc.gov.uk/Elections_May_2023_44133.aspx where you will find information on becoming a Parish Council, a copy of the 'Good Councillor Guide' and 'All About Local Councils'

You will be required to declare or certify in writing that you:

- meet the criteria for eligibility, set out in s. 79 of the Local Government Act 1972, (summarised below) to be a member of the council
and
- are not disqualified, pursuant to s.80 of the Local Government Act 1972, (summarised below) to be a member of the council.

Qualification Criteria

To be nominated as a Candidate a person **must meet the criteria** listed below:

18 years or over on the day of your nomination

A British, Commonwealth, or Irish Citizen, or a citizen of another Member State of the European Union.

AND at least one of the following:

You must be registered as a voter in the Parish of Barton under Needwood

OR

For the whole of the 12 months prior to election day are Owner or Tenant of any land or premises in the relevant Parish,

OR

Your principal or only place of work during those 12 months or more has been in the relevant Parish,

OR

You have lived in the Parish or within 4.8 kilometres (3 miles) during the whole of the 12 months.

3b Disqualification Criteria

You **cannot** seek election/co-option if:

You work for the Parish or hold paid office under the council which has the vacancy

You are the subject of a bankruptcy restrictions order or interim order

Have been sentenced to a term of imprisonment in the past 5 years

Have been disqualified under any enactment relating to corrupt or illegal practices.

Barton under Needwood Parish Council -Appointment of Officers to Committees
(Chairman a member of all Committees)

Committee	Officers Elected 2023-2024
Finance	S Naylor, D Lord; L Young; J Taylor; J Brookes Meet quarterly
Planning	I Gilbey; D Lord; J Taylor; L Young Co-option: R. Bell Meet fortnightly Mondays 5pm – Committee has delegated responsibilities to comment on applications due to time scales.
Sub Committee -Strategic Planning	1 + other Cllrs called as required when needed dependant on issue Co-option: R. Bell
Rural Services Network	All members of BPC + Co-option R. Bell
Human Resources including Health & Safety & Emergency Planning	C. Walker, D Lord, S Naylor, C. Allcock + Clerk Meet as required Draft Policies Working Party: C. Walker; J. Brookes
Safeguarding Officer	1 (to be appointed at first HR meeting) + Clerk
Allotments	D Lord, J Brookes +1 Co-option: G Hughes - allotment secretary; Meet on site as required
Burial Ground	I Gilbey, C Walker, S Naylor + Clerk Meet as required
Parks and Open Spaces: Collinson Park, Ash Tree Pocket Park, Gilmour Lane, Potters Way, St James Garden	I Gilbey, J Taylor, L Young, +1 Meet as required Other volunteers for projects as and when needed
Fishpond Sub-Committee	I Gilbey, J Taylor, C Allcock, L Young Meet as required
Village Enhancement	J Taylor, L Young, C Walker, K McInerney Meet as required Co-option: volunteers for special projects as and when needed.
Outside Bodies Representatives:	
Holland Sports Club	J Taylor, I Gilbey + Clerk Cllr attendance required once every 3 months
Quarries Liaison	E Sharkey
Barton & Dunstall Key Trust	E Sharkey
School Governors	Thomas Russell Juniors: any vacancies as and when notified by school
Village Hall	J Taylor, E Sharkey, S Naylor
Special Responsibilities:	
Communications inc website, Chime and social media	General: C. Walker; K McInerney, J Brookes + Clerk Housing Needs Survey: J Brookes; R Bell; E Sharkey Green Spaces Survey analysis: J Brookes Meet as required
Speedwatch	Alison Jones to file report.
Flagpole	Co-option: G Taylor, Rev A Simpson
Cheque Signatories	6 : inc Clerk + E Sharkey; J Taylor; D Lord; S Naylor; C Walker
Internal Auditor	Alan Toplis Associates
Flood Risk Group	D Lord; E Sharkey
Family Festival	L Young
Walton By Pass Bridge	D Lord



Attendees: James Brookes, Derek Lord, Steve Naylor (Chair), Siobhan Rumsby (Clerk/RFO), Ed Sharkey Jeannette Taylor, Lindy Young.

All members of the committee were in attendance.

1. The meeting reviewed the documents which had been circulated by the clerk in advance.
2. Bank balances were signed off by the Chair of the FC.
3. The following points were discussed in relation to the Budget versus Receipts and Payments document:
 - 3.1. The current forecast is to overspend budget by £6,621. Whilst this is manageable through the reserves, it was agreed that the committee should minimise the risk of overspend in future years. There are three primary sources of the overspend: Staff Costs; Car Park and Other. It was agreed if we can obtain more information regarding the increase in staff costs, we will use that to inform future forecasts and better understand the current variance. The committee was not minded to address staff overspend through a reduction in staff costs.
 - 3.2. Burial Ground costs and income were higher than forecast. There will come a point in the future where the Burial Ground costs will have no offsetting income. The committee agreed that there are two options to address this:
 - a) Build a fund in each financial year to cushion the impact of loss of income (or similarly use existing reserves);
 - b) When the loss of income occurs, fund the Burial Ground costs from the PC annual budget.

It was noted that the auditor had recommended that option (a) be used, but the meeting agreed to clarify the precise advice of the auditor and then agree a plan of action at the next meeting.

Post meeting note: Councillor Brooks has extracted the auditor comment "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".

3.3 Allotments. Given that the Allotments are moving to a new contract, the timetable for payments needs to be understood. The start of the new contract in September will be misaligned to our financial year. We will need to decide how we represent the payments in our accounts. It was agreed that the Allotments Committee will decide how to handle.

4. On behalf of the Fishpond committee, Councillor Taylor presented a proposal for the replacement of the fishpond training platform. The estimate is for £8,845 plus £1,769 VAT. Three quotations were sought but it was possible to secure estimates from only two suppliers. The proposal was unanimously recommended for approval, but it was also agreed to seek external funding (although this is not a condition of FC approval). This will be therefore proposed at the next full council meeting.
5. The situation regarding the transfer of Village Hall staff costs to the Village Hall was discussed. It was agreed to support the proposal by the Village Hall management committee to move their staff costs to their own payroll. This will benefit the PC as it will simplify our accounts.
6. It was agreed that the Clerks old printer will be donated to the Village Hall.
7. Committees will be asked to provide budgets by 20th November, ahead of the next meeting of the Finance Committee, which will be on 27th November 2023 at 18:30.

Steve Naylor
Chair, Finance Committee, Barton Under Needwood Parish Council

Parish Council Office, Village Hall, Crowberry Lane, Barton under Needwood, Burton upon Trent, DE13 8AF
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Barton under Needwood Parish Council - Receipts and Payments Monthly Summary

2023-24

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	900.00	387.50	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,737.50		
Interest	55.49	64.21	74.91	75.75	75.60	76.00	99.64	0.00	0.00	0.00	0.00	0.00	521.60		
ESBC	40,500.00	0.00	0.00	0.00	0.00	40,500.00	0.00	0.00	0.00	0.00	0.00	0.00	81,000.00		
LA Other	932.50	0.00	0.00	0.00	0.00	932.50	0.00	0.00	0.00	0.00	0.00	0.00	1,865.00		
Burial Ground	2,630.00	1,830.00	900.00	1,275.00	2,375.00	825.00	1,380.00	0.00	0.00	0.00	0.00	0.00	11,215.00	12,000	-785
Fishpond	275.00	1,125.00	0.00	907.00	329.00	201.00	193.00	0.00	0.00	0.00	0.00	0.00	3,030.00	3,000	30
VAT	0.00	0.00	0.00	0.00	0.00	4,424.89	0.00	0.00	0.00	0.00	0.00	0.00	4,424.89		
Car Park	0.00	0.00	0.00	0.00	0.00	10,107.94	0.00	0.00	0.00	0.00	0.00	0.00	10,107.94		
BVH Sal, Tax & NIC	979.88	936.90	1,118.91	1,099.99	1,092.65	1,084.86	941.70	0.00	0.00	0.00	0.00	0.00	7,254.89		
Other	0.00	0.00	57.90	35.00	40.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	132.91		
Grants/donations	50.00	1,463.99	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	1,563.99		
Total Income	46,322.87	5,807.60	2,601.72	3,392.74	3,912.25	58,202.19	2,614.35	0.00	0.00	0.00	0.00	0.00	122,853.72		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	0.00	11.97	44.12	0.00	17.98	18.47	29.25	0.00	0.00	0.00	0.00	0.00	121.79		
Salaries	3,033.75	3,033.47	3,299.35	3,033.75	3,287.75	3,023.29	3,029.74	0.00	0.00	0.00	0.00	0.00	21,741.10		
HMRC	1,148.71	986.16	2,243.66	980.27	1,476.88	1,156.59	1,013.59	0.00	0.00	0.00	0.00	0.00	9,005.86		
Nest Pensions	172.11	344.22	0.00	172.44	172.42	173.70	173.26	172.49	0.00	0.00	0.00	0.00	1,380.64		
Admin	1,215.39	1,857.42	437.93	693.50	1,012.26	689.30	945.78	0.00	0.00	0.00	0.00	0.00	6,851.58		
Burial Ground	1,821.58	16.67	848.27	183.34	318.65	166.67	204.28	0.00	0.00	0.00	0.00	0.00	3,559.46	2,250.00	-1,309.46
Allotments	310.00	0.00	0.00	0.00	113.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	423.88	1,460.00	1,036.12
Fishpond	124.61	2,432.33	1,012.54	13,645.27	550.36	98.00	0.00	0.00	0.00	0.00	0.00	0.00	17,863.11	18,500.00	636.89
Donations	0.00	25.00	0.00	570.00	0.00	0.00	63.00	0.00	0.00	0.00	0.00	0.00	658.00		
P&OS	145.60	2,159.46	3,260.66	5.33	2,235.66	0.00	17,868.19	0.00	0.00	0.00	0.00	0.00	25,674.90	17,500.00	-8,174.90
Capital Exp	0.00	0.00	0.00	583.33	0.00	141.92	479.17	0.00	0.00	0.00	0.00	0.00	1,204.42		
Maintenance	125.65	397.70	24.07	29.57	663.00	0.00	85.40	0.00	0.00	0.00	0.00	0.00	1,325.39		
Car Park	83.36	83.36	965.63	83.36	759.20	83.36	83.36	0.00	0.00	0.00	0.00	0.00	2,141.63		
Lengthsmen	208.40	208.40	260.50	208.40	260.50	208.40	208.40	0.00	0.00	0.00	0.00	0.00	1,563.00		
General payments	0.00	146.01	6.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.28		
Projects	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00		
BVH Contra	1,008.99	949.98	1,237.83	1,100.01	899.81	1,167.67	932.31	12.17	0.00	0.00	0.00	0.00	7,308.77		
VEC	189.96	603.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.95	1,590.00	796.05
VAT	168.67	964.12	1,020.02	159.24	946.13	61.71	3,720.41	0.00	0.00	0.00	0.00	0.00	7,040.30		
Total Spend	9,756.78	15,490.26	14,660.85	21,447.81	12,714.49	6,989.08	28,836.14	184.66	0.00	0.00	0.00	0.00	110,080.07		

Barton under Needwood Parish Council			Bank Reconciliation as per statements at:		31-Oct-23
Lloyds Current A/C			£	2,000.00	
Lloyds Deposit (Instant Access) A/C			£	99,204.36	
National Savings			£	73,922.73	
Petty Cash			£	150.00	
Total Bank Balances					£ 175,277.09
<u>Add Credits not on Statement</u>					
				£0.00	£ 175,277.09
<u>Less unpresented payments:-</u>					
HMRC		FP		1,202.47	
				£1,202.47	£ 174,074.62
Opening Balances :-		Bank Statements as at 31st March 2023			
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 -		Total	£ 163,596.12		
<i>Add Receipts to date</i>		£	122,893.72		
<i>Less Expenditure to date</i>		£	112,415.22		
Total Cash and Investments as at -			£ 174,074.62		
				Difference	-£ 0.00
RFO, S. Rumsby					

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

01/11/2023

Payee	Description	£ Value Gross	£ VAT	£ NET
Salaries total		4,187.75		4,187.75 HR
Nest Pension Scheme		184.67		184.67 HR
HMRC		1,202.47		1,202.47 HR
Online Playgrounds	Toddler Park refurb	853.86	142.31	711.55 P&OS
Mitmark	CCTV	96.00	16.00	80.00 P&OS
Cll J Taylor	Expenses Remembrance	8.75		8.75 VEC
S Gaynor	Expenses Key cut for shed	15.98		15.98 B. Ground

6,391.17

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

1. 00727 - Yew Tree House, Yoxall Road, Woodhouses : Change of use from Class C3 dwellinghouse to form a small-scale childrens care home Class C2 (Amended Plans Received)

*This revised application does not address our concerns with the original proposal.
The application for change of use is well outside settlement boundaries.*

Local Plan policy SP8 covers development outside settlement boundaries. It sets out nine criteria for permitting such development. We see nothing in the application to show it complies with any of these nine points. Proposals which are deemed to comply with one of the initial nine then face further tests.

Whilst the appearance may well be that of a dwelling what is proposed is its use as a business. As it is not residential the applicants have an obligation to show why such a use should be permitted in a rural restricted area. We are not told why this operation could not be in a more sustainable location. Have other premises been considered and if so why have they been rejected as unsuitable? The staff travel journeys shown in the "Traffic Movements" document would presumably all be by car rather than the occasional bus service through Woodhouses. The suggested number of journeys would seem to be above those of a residential house which we believe are closer to six a day on average. In a more sustainable location some staff would be able to travel other than by car.

The applicant puts forward the argument (para 6.4) that the site is entirely suitable due to the lack of surrounding residential properties. We find this odd because on the one hand they say that the use is just like a normal house in which case why is a lack of surrounding properties important? If the use isn't going to cause any noise or other impacts then again why is the lack of surrounding residential properties important? Can the applicants show a track record of having run similar establishments satisfactorily in such a rural location?

We made enquiries about a comparable home in the village of Newborough that was established with similar assurances but has caused considerable nuisance to other residents. An Ofsted inspection of this establishment in November 2022 judged it to be "Inadequate". On reading this report we see that the registered provider is shown as Olive Tree Residential Care Limited, as is the current applicant.

There may be good laudable reasons for siting such a use in this rural location but on the basis of the accompanying evidence, the planning case and therefore the justification for overriding Policy SP 8 has just not been made.

We therefore object to this application in its current form as being contrary to SP8 of the Local Plan.

2. 01058 - Utterhill House, 8 Main Street : Canopy reduction of two Silver Birch trees by 40% and removal of overhanging branches

The applicant is not stating that the trees are diseased or dangerous nor causing damage to property and we consider the reasons given in the application form do not justify the proposed work to trees within the conservation area.

We ask that the ESBC Tree Officer inspect these trees prior to a decision being made.

We therefore object to the application in its current form.

3. 01079 - 94 Captains Lane : Erection of a detached outbuilding to form gym, shower room and store to garden

*DP3, Design of New Residential Development, Extensions and Curtilage is the appropriate policy for this application.
Two criteria appear to be relevant:*

The development should not have an unacceptably overbearing impact on adjacent dwellings.

We are concerned about the close proximity of the structure to the neighbouring house in Oak Road which has a relatively short rear garden. There may be issues with noise nuisance from the gymnasium, such as "background" music, overbearing in an audible if not visual sense.

Buildings constructed within the curtilage for uses that are ancillary to the dwelling should be appropriately designed and sited for their intended ancillary use paying regard to the size of the dwelling and its curtilage.

The proposed building does seem to be quite unusually distant from the existing dwelling and not obviously ancillary the house. A more obvious location would be as an extension to the house or as a separate structure, closer to the house.

We therefore object to this application in its current form.

Should this application be granted we would like to see a condition that the use is restricted to that of gymnasium and any alternative use such as to residential or sleeping facilities requires specific planning permission.

4. 22/00659 - Palmer Close Garage Site : Demolition of existing garage block and erection of one detached dwelling. Revised application
5. 01107 - The Cherries, 170 Main Street : Erection of a single storey side and rear extension, external alterations to include render to the front
6. 00918 - Barns at Forest Thorn Farm, Scotch Hills Lane : Erection of a detached double garage to serve Plot 3
7. 01189 - Flat 1, Barton Lodge : Reduce northern lateral spread off neighbours garden 1.5-2m back to border, reduce southeastern lateral spread 1-1.5m back from building, crown raise low hanging secondary laterals to 3m from ground level, remove deadwood 3m diameter and greater of 1 Ash tree (T12) and repollard at 3m of 1 Pear tree (T13)
8. 01191 - 29 Efflinch Lane : Re-pollard back to original pollard points of one Lime tree (TPO58)

ESBC Decisions – Permissions Granted

1. 00921 - Midlands Co-operative Society, Crowberry Lane : Application under Section 73 to vary condition 22 attached to planning application P/2010/01451/MB for the erection of supermarket with associated car parking, delivery area and formation of a vehicular access to vary the opening hours to 06:30 until 23:00 Monday to Saturday and 06:30 until 22:00 Sundays and Bank Holidays
2. 00359 - Moor End Cottage, 28 Station Road : Erection of a single storey rear extension
3. 00727 - Yew Tree House, Yoxall Road, Woodhouses : Change of use from Class C3 dwellinghouse to form a small-scale childrens care home Class C2 (Amended Plans Received)
4. 01029 - Peel Cottage, 6 Main Street : Felling of one Fir tree
5. 01030 - Peel Cottage, 6 Main Street : Reduce the height of one Laburnum tree to 3 metres (10ft)
6. 01058 - Utterhill House, 8 Main Street : Canopy reduction of two Silver Birch trees by 40% and removal of overhanging branches

BARTON UNDER NEEDWOOD PARISH COUNCIL – Human Resources Committee

7.30pm Small Meeting Room, Barton Village Hall, 18th October, 2023

Present: Cllrs Charley Walker, Ed Sharkey, Derek Lord, Stephen Naylor
Siobhan Rumsby (Parish Clerk)

Apologies: C. Allcock

Actions from previous meeting on 18th September, 2023:

Appraisals:

- Final documentation for staff appraisal approved and process amended and agreed upon following online training. The same appraisal documentation to be used for the Clerk as other employees. It was agreed that this would be reviewed prior to re-appraisal. Agreed that the Parish Chair and the Chair of the HR Committee to carry out the Clerk's appraisal.

Policies:

- Social Media Policy discussed and amended and agreed. Draft to be checked and then put to full Council for acceptance.
- Policy list with suggested priorities produced by the Parish Clerk. This was discussed and amended. Revised list to be made available at next meeting, including an area to show which group within the Council would be taking responsibility for these to be updated.

Safeguarding:

- The Parish Clerk has been in contact with ESBC and Michael Hovers, Communities, Open Spaces and Facilities Manager, who has responsibility for Safeguarding at ESBC. A Zoom meeting to discuss our needs to be arranged and agreed.

Next Meeting: To be confirmed.

- Committee ask that these minutes and recommendations be noted and approved by full Council.

Meeting finished at 9.02pm

Barton under Needwood Parish Council – Allotments Report

Start-up meeting held with Tom Wright the contractor who is to undertake the car park construction.

Estimated time for construction 1-2 days, start agreed to be in November

A complaint was received from a resident of Hardy Close whose washing, hung out drying was spoiled by smoke from a bonfire on the allotments. The plot holder was identified and sent a warning letter.

In theory, the ploholders are supposed to get permission to have a bonfire but in practice don't. There is a sign on the notice board setting out requirements to be met when setting a bonfire so in effect we have given implied permission.

Waiting List:

The one and only half plot was taken last Sunday.

There are currently no vacant plots.

Eight people are on the waiting list.

31 October 2023

CORRESPONDENCE

GENERAL

1. Resident concerns re Oak Road green space and the shops in general – *Clerk responded.*
2. Resident complaint of ASB in Collinson Park to rear of her property in Church Lane – *Clerk responded and PCSO Chris Edwards visited.*
3. Resident complaint of bonfire at allotments – *Clerk responded and plot holder contacted*
4. Responses to brook clearing party letterdrop
5. Resident report on state of Oak Road dog walking area and shops – *Clerk responded*
6. Resident report to ESBC of red car bumper and headlights in ditch opposite BT hut. – *Clerk responded*
7. Resident complaint of overgrown hedge at 99 Efflinch Lane – *Lengthsman reported.*
8. Resident interest in tree planting in memory of parents – *Clerk responded and forwarded to P&OS*
9. TTTV newsletter
10. Aggregate Industries notification of Footpath 17 temporary closure – *Chairman responded, notice advertised on web and social media*
11. Resident report of damage to bases of equipment in Collinson Park – *Clerk responded, temporary fix carried out by Chairman.*
12. Co-op's Solicitors – questions relating to Deed of Easement for land registry.

SCC/HIGHWAYS

13. Cllr Jessel: reports and communications circulated.
14. O

ESBC

15. Notice of Casual Vacancy - advertised
16. Funding opportunities – Cost of Living Support and Develop a Community Kitchen

POLICE

- 17.

SPCA/NALC/SLCC

18. SPCA – Newsletters;