

Barton under Needwood Parish Council

Accounts for the year ended 31st March 2024

Updated by Siobhan Rumsby, RFO

Summary of Assets & Liabilities

Fixed Assets	2023 - 2024		2022 - 2023		2021 - 2022	
	£	£	£	£	£	£
Community Assets :						
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	
Other Fixed Assets						
Gardening Equipment	1,919		1,219		1,058	
Playground Equipment	65,352		65,352		65,352	
Office Equipment	3,977		4,007		4,007	
Other Items	79,775		77,230		74,098	
Total	1,326,133		1,322,917		1,319,624	
Bank Balances	0		163,596		119,552	
Total Assets	<u>1,326,133</u>		<u>1,486,513</u>		<u>1,439,176</u>	
Difference (Fixed Assets)		3,216		3,293		23,563

+/- Capital Expenditure	2022-2023	2023-2024
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Total Change **74,160** **77,376** 3,216

	Date of Acquisition	Acquisition Value	Insurance Value	Replacement Value	Change
Masport S21 Widecut Commercial mower	24-Jul-23	700	700	700	74,860
Sluice gate Potters Way brook	25-Jun-23	1,142	1,142	1,142	76,002
Printer WF7830	04-Sep-23	170	170	170	75,030
Printer WF7620 (decommissioned)	16-Jan-15	-200	-200	-200	74,830
Bench - Sustainable Furniture	17-Oct-23	575	575	575	75,405
National Forest Signs Refurbishment	08-Mar-24	828	828	828	76,233

Total Difference **3,216**

Barton under Needwood Parish Council - Summary of Assets

S. Rumsby, RFO

16/04/24

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

Year Ended 31 March 2024

S. Rumsby, RFO

Box	Year Ending		Variance	%	Explanation
	31/03/2023	31/03/2024			
1 Balances b/f	119551	119551	0	0	
2 (+) Precept	76000	81000	5000	7	
3 (+) Total other receipts	73587	58808	-14779	-20	The Parish Council received £20k grant funding for projects to reburish toddler park and fishpond pegs compared to £8.8k received this year for projects The VAT reclaim was some £5.4k less than the previous year due to less project expenditure carried out.
4 (-) Staff costs	52518	56957	4439	8	
5 (-) Loan interest/capital repayments	0	0	0	0	
6 (-) All other payments	53024.53	95465	42440	80	Maintenance projects were higher, £2898 on posts at the fishpond, £16,376 on replacement fishing pegs; £1142 on a sluice gate and £1,581 on refreshing lining markings. Gross total £39050
7 (=) Balances c/f	163596	150982	-12614	-8	
8 Total value of cash and short term investme	163596	150982	-12614	-8	
Total fixed assets plus long term					
9 investments and assets	1322917	1,326,133	3215.76	0.24	Purchase of mower £700; Sluice gate £1,142; Printer £170; Bench £575; National Forest Signs £828 less £200 decommissioned printer

Barton under Needwood Parish Council			Receipts and Payments Account		
S. Rumsby, RFO - Year ending 31 March 2024					
Receipts			2023/24	2022/23	
Local Authority Precept			£ 81,000.00	£ 76,000.00	
Local Authority Other			£ 1,865.00	£ 1,865.00	
Burial Ground			£ 14,150.00	£ 15,480.90	
Rents - Allotments, Fishing & Holland Sports			£ 4,814.50	£ 3,821.89	
Investment Income (Interest)			£ 1,613.29	£ 243.94	
VAT Reimbursement			£ 4,424.89	£ 9,862.34	
Other + Grants & Donations			£ 8,855.67	£ 20,357.59	
Car Park			£ 10,107.94	£ 9,367.88	
Village Hall Salary contra			£ 12,976.23	£ 12,587.16	
Credits not on statement			£ -	£ -	
			£ 139,807.52	£ 149,586.70	
Payments					
Salary / Wages			£ 54,148.19	£ 49,947.87	
Administration			£ 9,076.22	£ 7,928.55	
Burial Ground			£ 4,863.88	£ 3,946.29	
Allotments			£ 1,412.22	£ 1,913.45	
Fishpond			£ 18,770.98	£ 5,500.00	
Donations & S.137 payments			£ 658.00	£ 385.50	
Capital Expenditure			£ 1,894.42	£ 237.50	
General Payments inc Maintenance & Repairs			£ 3,497.25	£ 1,570.25	
P & OS Grasscutting/Grounds Maintenance			£ 26,291.52	£ 12,120.33	
Special Projects			£ 1,270.00	£ 1,251.58	
Lengthsman			£ 2,809.20	£ 2,570.00	
Car Park			£ 2,600.11	£ 988.00	
VAT Payable			£ 10,978.81	£ 4,475.76	
Village Hall Salary contra			£ 13,079.17	£ 12,462.59	
Vec			£ 1,071.68	£ 244.73	
Unpresented cheques			£ 50.00	£ -	
			£ 152,371.65	£ 105,542.40	
Net Income for the Year to date			-£ 12,564.13	£ 44,044.30	
Add Cash Balances B/Fwd 1st April			£ 163,596.12	£ 119,551.82	
			£ 151,031.99	£ 163,596.12	
Represented By Cash Balances					
Current Account			£ 2,015.00	£ 2,001.00	
High Interest A/C (Closed)					
Deposit Accounts			£ 74,372.32	£ 87,522.39	
Petty Cash			£ 150.00	£ 150.00	
National Savings Account			£ 74,494.67	£ 73,922.73	
Total Cash Balances			£ 151,031.99	£ 163,596.12	
		Reconcilliation	-£ 0.00		

Barton under Needwood Parish Council			Bank Reconciliation as per statements at:		31-Mar-24
Lloyds Current A/C			£	2,015.00	
Lloyds Deposit (Instant Access) A/C			£	74,372.32	
National Savings			£	74,494.67	
Petty Cash			£	150.00	
Total Bank Balances					£ 151,031.99
<u>Add Credits not on Statement</u>					
					£0.00 £ 151,031.99
<u>Less unrepresented payments:-</u>					
				50.00	
					£50.00 £ 150,981.99
<u>Opening Balances :-</u>			<u>Bank Statements as at 31st March 2023</u>		
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>			£	139,807.52	
<i>Less Expenditure to date</i>			£	152,421.65	
Total Cash and Investments as at -				£ 150,981.99	
					Difference £ 0.00
RFO, S. Rumsby					

TOPLIS ASSOCIATES LTD.

STREETHAY LODGE
STREETHAY
LICHFIELD
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

28 May, 2024

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 31st March 2024

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 2023-24 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 2023.

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 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 2023-24 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 £87,329.80) is 0.78 years. We consider this to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter but we have taken the liberty of attaching page 38 of the Practitioners Guide 2021 which in para 5.32 gives guidance on General Reserves;
2. We note that your councils Model Publication Scheme has not been ratified for some years and that the schedule is not attached. The council must publish both the model scheme and ratify it each year with the other key council documents;
3. We note that you have considered the advice on burial ground maintenance reserves and has decided not to proceed with that advice;
4. We note that the insurance cover for Buildings correctly does not cover the value of the Village Hall premises as this is covered by the charity. It is still your council's responsibility as landlord to carry out periodic checks to ensure that your tenant has sufficient insurance cover up to the value stated on the councils asset register. We would recommend that in addition you revalue the property for insurance purposes at least every 5 years and communicate this to your tenant. For your information we attach a copy of an article from the November 2023 issue of the Clerk magazine which gives advice on the matter.

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 the National Association of Local Councils ("NALC"). New Model Financial Regulations templates were produced by NALC during April 2024. These new templates are a major rewrite of the previous (2019) version and contain a number of important legal changes. We strongly recommend that your Council considers the changes made but rather than tries to embody them in to your existing regulations you should adopt (with suitable tailoring as recommended within the template) and embrace the new version as the Council's on-going Financial Regulations. We shall base our future internal audit plans on the version of the regulations ratified by your council. As the External Auditor will always base their audit on the version considered extant by NALC it is important that you are always closely in line with the NALC template;
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 2023-24 and offer ourselves for re-appointment. Your Clerk will be aware that it is my intention to start to wind down some of my Internal Audit commitments. With this in mind I would like to hand over the internal audit of your council to my colleague Mrs Kim Squires who has worked with me on your audit already. I shall continue to work closely with Kim and will continue to be available to give advice when required. You may use either our company name or preferably refer to Kim Squires in her own right by name in the minutes;
6. If your council wishes to carry forward earmarked funds at the yearend these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

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

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

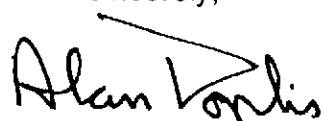
The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

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

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

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

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alan Lortie". The signature is written in a cursive style with a large, sweeping initial 'A'.

Annual Internal Audit Report 2023/24

BARTON-UNDER-NEEDWOOD PARISH COUNCIL

ENTER PUB www.bartonunderneedwood-pc.gov.uk ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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

15/11/2023 22/05/2024

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

28/05/2024

***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).

ARE YOUR BUILDINGS AND ASSETS PROPERLY INSURED?



Ross Jarvie BSc (Hons) MRICS, Director at DWPS Chartered Surveyors, provides an in-depth look at insurance reinstatement costs.

Councils are finding their assets are worryingly underinsured. I

have recently undertaken several insurance reinstatement valuations for parish councils within my local area and have found them all to be substantially underinsured based on valuations undertaken only a few years ago. This prompted me to contact SLCC as I felt members should be informed.

Having been involved in property for over 25 years, I have undertaken thousands of surveys over a wide geographical area. The vast majority of these have included an insurance reinstatement cost. The post-Covid world, however, has seen a more volatile economy. Individual factors locally surrounding obtaining materials have increased building and maintenance costs, along with other contributing issues pushing up prices, such as steel being stuck in the Suez Canal!

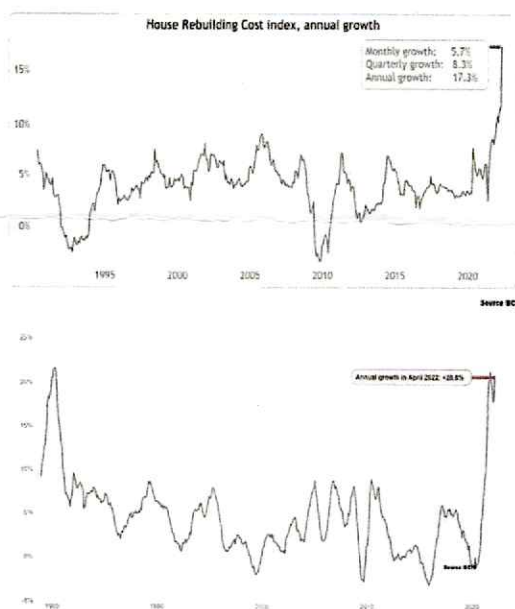
Insurance reinstatement costs have increased significantly as a result of these material costs, along with other economic factors. So much so the traditional method of adding inflation to previous calculations is no longer appropriate. It has become apparent, having undertaken a number of village halls and community asset insurance valuations, there is often a significant discrepancy between the current insurance figure and the amount the property is actually insured for.

There are various risks of being underinsured; the most obvious being in the event of catastrophic loss there will be insufficient funds to reinstate the asset. However, claims can also be significantly reduced as a result of being underinsured. For instance, if you are underinsured by 10% and claim £100,000 your claim may be reduced to £90,000 - causing a funding shortfall of £10,000.

There are several factors that directly impact upon reinstatement cost, including: age, materials used in construction, construction

methodology, geographical location and size. Listed buildings or those within a conservation area are also of particular complexity as there will be restrictions to the type of materials that can be utilised in the rebuild.

It is also vitally important (and often overlooked!) that reinstatement costs be updated if any extensions are carried out. Costs should also include substantial areas of hard standing and an allowance for boundary construction, particularly if stone or brick walls form the perimeter.



I know several local authorities and parish councils are looking at improving the thermal efficiency of the assets and reducing consumption of services. Installations such as rainwater harvesting, air source heat pumps and solar panels should also be incorporated into revised insurance valuations. Although some of these may be separately insured and warranted by manufacturer and installers.

A qualified member of the Royal Institution of Chartered Surveyors (RICS) will be able to account for all these factors in carrying out an insurance valuation on your asset.

I am sure many parish councils work closely with surveying firms, and some will be able to provide this service. Once the updated valuation has been obtained, this can be updated on a desktop basis annually or upon insurance renewal at, one would assume, a minimal charge.

If, however, you are struggling to obtain the information you require please do not hesitate to contact me directly and I will be happy to assist or recommend someone who can. It is frequently more cost effective to have all buildings/assets valued at the same time as these can be incorporated into a single report.

You can contact me directly by emailing
ross@dwps.uk.com or calling 01777708098
or 07764491512.

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 Governance and Accountability Return 2023/24 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 2023/24

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 2024**.
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 2024**. 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 2024
 - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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 2024.
- 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
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 <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

- **Audit recommendations not implemented.** Please ensure that you review the previous year's internal and external audit report and ensure that all recommendations have been implemented and errors made in the previous year have not been repeated. If for any reason you have not implemented a recommendation please explain the reason and **consider answering no to assertion 7 (action on audit reports) in the Annual Governance Statement.** A common qualification in 2022/23 was where assertion 7 was ticked 'yes' and yet errors the previous auditors reported in 2021/22 had been repeated;

7. – Explanation for answer 'No' Barton under Needwood Parish Council did not take the suggested action raised by our internal auditor to build up accumulated earmarked reserves to fund maintenance of the burial ground once income dries up instead agreeing to cover this cost from annual budgets. (minutes Finance Committee dated 23/10/23 and 27/11/23) adopted by full council at the next subsequent meeting.

Attachment 3.1

Local council name: _BARTON UNDER NEEDWOOD PARISH COUNCIL_____

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u> 7 JUNE 2024 </u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(b) Mrs Siobhan Rumsby (Clerk/RFO) Barton under Needwood Parish Council, Village Hall, Crowberry Lane, Barton under Needwood, Burton upon Trent, DE13 8AF</p> <p>commencing on (c) <u> 10 JUNE 2024 </u></p> <p>and ending on (d) <u> 19 JULY 2024 </u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Mrs Siobhan Rumsby (CLERK/RFO)</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c)And</p> <p>(d)The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p>
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Attendees: James Brookes, Derek Lord, Steve Naylor (Chair), Siobhan Rumsby (Clerk/RFO), Jeannette Taylor, Lindy Young

Apologies: Ed Sharkey

1. The topic of 2023/24 final accounts was discussed, specifically the issue relating to the treatment of virements in the accounts. The Clerk explained that it wasn't clear how to represent in the accounts the Virement of donations from Mercer's and the Key Trust totalling £16,500 as it is not a physical receipt in the current financial year but a balance of the budget. The donations had been received in advance of the work being undertaken and it was placed into the reserves. When the money was spent, it was "Vired" out of reserves and into the Income statement. This had the effect of over-stating the total income by £16,500. The overall surplus achieved in 2023/24 which was recorded at the previous Finance Committee was therefore not accurate. The re-stated position is a deficit of £14,289. This has now been corrected.

Post-meeting note: There was an additional Virement relating to unspent Election expenses of £1,875. The total impact of this and the PO&S Virement resulted in a deficit for the 2023/24 year of £12,564.

2. The committee discussed the adoption of a new accounting package. This would facilitate the disuse of complex spreadsheets to manage the Council's accounts. Adoption of a package is expected to improve adherence to good accounting practice, enforce audit trails, and improve both visibility and productivity. It was unanimously agreed to:
 - 2.1. Estimate the number of hours saved by the Clerk to justify the cost of the software (circa £60/month)
 - 2.2. Ensure we have the ability to terminate the agreement at zero/limited cost
 - 2.3. Assess other options for a package (the Scribe package was the one reviewed at the meeting but there are likely others available).
3. Finance Regulations
The Clerk circulated new guidelines covering Financial Regulations and there are significant changes to prior version. It was agreed that the Clerk will highlight the key changes and the FC will review in detail.
4. Investment Strategy
One of the Councils bank accounts contains £28,000 above the £85,000 FSCS insolvency protection limit. It was agreed to move £80,000 to a new account with Unity Trust Bank at rate of interest 2.7%. Unity Trust Bank is used by a variety of other Councils and Public Bodies. It was also agreed to check on the validity of the Council holding a NS&I account (ie is this banking facility only available to individual retail customers?).

Next meeting was agreed for 15th July 2024 at 6:30pm in the SMR.

BARTON UNDER NEEDWOOD PARISH COUNCIL

REPORT TO COUNCIL –

Meeting date: 5/6/24

Author: Clerk

Subject: Financial Accounting package

Purpose: Item 7.1.9 – To consider approval of the purchase and support of accounting package

Recommendations: Having considered item 2 of the Finance Committee report dated 16 May 2024, the majority of the committee were in favour of supporting the proposal subject to further research presented herein.

RFO recommendation: Quote 2 (Premium) offers the best ongoing training and support and has been recommended by our internal auditor over and above its competitors. Options 1 and 3 had extra charges for add-ons such as Allotments and Asset register – option 3 add ons do not feed into the accounts.

1. Background

Our excel spreadsheets, whilst improved upon over the years, are rather clunky and open to human error or misinterpretation. A lot of time, both that of the RFO's and members of the finance committee, can be wasted in getting reports together and presented for all to understand and easily digest.

A professional accounting package tailored for use by Parish Councils would save approximately 5 hours per month and more at our quarterly budget reviews (2 hours), budget setting meetings (4 hours) and year end processes (8 hours). RFO has checked the get out clause for quote 2 and established that there is no contract or 'tie in', payments are made by direct debit and there is no notice required to discontinue the service.

3 quotes have been obtained and circulated.

2. Options for Council

- a. Do nothing – continue with Excel spreadsheets and the time consumed in preparing reports which are often difficult to understand and maintain an accurate overview of the overall financial position.
- b. To agree to purchase a software package and ongoing support, as quoted from suppliers 1, 2, or 3 as circulated.

3. Reason for recommendation

As highlighted in the Finance Committee report, this would facilitate the disuse of complex spreadsheets to manage the Council's accounts. Adoption of a package would improve adherence to good accounting practice, audit trails and improve transparency and productivity. The RFO's time would be better spent on other financial work including sourcing funding for projects and ensuring best practices and financial controls are being adhered to.

Barton under Needwood Parish Council - Receipts and Payments Monthly Summary

2024-2025

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	1,200.00	445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,645.00		
Interest	77.93	106.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184.80		
ESBC	40,722.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,722.24		
LA Other	932.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	932.50		
Burial Ground	1,185.00	1,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	16,000	-13,000
Fishpond	180.00	488.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	3,100	-2,920
VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grants/donations	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00		
Total Income	44,297.67	2,904.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47,202.54		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	7.00	20.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.86		
Salaries	3,424.59	3,797.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,221.98		
Lengthsmen	206.00	257.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	463.40		
HMRC	1,314.12	934.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,248.91		
Nest Pensions	196.00	329.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.70		
Admin	1,019.94	2,587.48	253.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,860.93		
Burial Ground	204.17	231.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.76	2,385.00	1,949.24
Allotments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	2,200.00
Fishpond	98.00	9,792.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,890.00	12,845.00	2,955.00
Donations	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00		
P&OS	80.00	1,711.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,791.71	11,900.00	10,108.29
Capital Exp	533.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.00		
Maintenance	665.78	146.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	812.58		
Car Park	91.52	114.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205.92		
General payments	0.00	636.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	636.69		
Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
VEC	228.36	218.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	446.78	2,500.00	2,053.22
VAT	294.71	2,136.71	50.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,482.12		
Total Spend	8,438.19	22,915.94	304.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,658.34		

Barton under Needwood Parish Council**Bank Reconciliation as per statements at:**

31-May-24

Lloyds Current A/C	£	2,000.00
Lloyds Deposit (Instant Access) A/C	£	90,458.73
National Savings	£	74,494.67

Total Bank Balances £ 166,953.40

Add Credits not on Statement

27.00

£27.00 **£ 166,980.40**

Less unrepresented payments:-

DD 304.21

£304.21 **£ 166,676.19**

Opening Balances :-**Bank Statements as at 31st March 2023**

Lloyds Current A/C	£	1,965.00
Lloyds Deposit A/C	£	74,372.32
National Savings	£	74,494.67
Petty Cash	£	150.00

Parish Council - **Total £ 150,981.99**

Add Receipts to date £ 47,352.54

Less Expenditure to date £ 31,658.34

Total Cash and Investments as at - **£ 166,676.19**

Difference -£ 0.00

RFO, S. Rumsby

**Barton under Needwood Parish Council -
Schedule of Payments presented to Full Council**

05/06/2024

Payee	Description	£ Value Gross	£ VAT	£ NET	
Salaries total		4,421.05		4,421.05	HR
Nest Pension Scheme		164.85		164.85	HR
HMRC		1,068.56		1,068.56	HR
Environment Agency	Abstraction licence	97.00		97.00	Fishpond
Barton Village Hall	ad hoc meetings	21.00			Admin
Reflex	Survey printing	223.25	7.58	215.67	GPC
Reflex	D Day banners	257.52	42.92	214.6	Vec
JPS Landscaping	Grounds Maintenance May	1,372.25	228.71	1143.54	P&OS
JK Contracting	Training Platform	10,614.00	1,769.00	8,845.00	Fishpond
Country Services	Aspen petrol for equipment	24.50	4.08	20.42	B Ground
B Turnbull	Repair lawnmower	15.00		15.00	Maintenance
Playdale	Annual inspection	312.00	52.00	260.00	P&OS
Toplis Associates	Internal audit	277.99	46.33	231.66	Admin
BT	Phone and broadband	304.21	50.70	253.51	Admin
Amazon	printer ink	124.14	20.69	103.45	Admin
G Morris	(see Confidential HR report)	11,443.44	1,907.24	9536.2	purchased on behalf of employee (to be reimbursed in full DWP)

26,590.51

Quotes Received

		Set up	Training	Annual	Total	Training support
						3 x 1 hr blocks, then light touch or if over 2
1	Accounting package	£ 574.00	246	410.00	1,230.00	hrs £82 per hour
2	Accounting package	£ 449.00		672.00	1,121.00	3 months outreach support then ticket support included ongoing
3	Accounting package	£ 420.00	316	192.00	928.00	First year £928 then annual support price released in November Add ons for Cemtries, Allotments, Asset register

Notifications:

		Up to 27/7	After 27/7
Lloyds Bank	Interest rate changes	1.31%	1%
Lloyds Bank	Letter explaining BPC not covered by FSCS protection Public Authorities excluded		

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. 00313 - Land North of Station Lane and west of Walton on Trent : development of new road layout to facilitate proposed amendments to bridge over the river Trent and Walton-on-Trent bypass – *no objections*
2. 00312 - Land north of Station Lane and west of Walton on Trent : Application under Section 73 to vary Condition 2 of PA/28617/001 for the formation of the Walton-on-Trent Bypass to amend the alignment, level and height of the bypass and bridge over the River Trent to account for changes in predicted flood levels – *no objections*

Additional Comments 00313 & 00312 -

Barton under Needwood Parish Council (BPC) supports the provision of the Walton Bypass and does not object to the granting of Planning Consent. However following review of relevant documents submitted under planning references PA/2024/00312 and 00313, yet to be determined, BPC has a number of questions that are not currently addressed. BPC requests that the planning case officer obtains clarification on these points and if necessary, a conditional planning consent be issued in order to allow these questions to be addressed.

Proposed Scheme and Road Stopping Up Access/Restricted Access - Figure 4.4

Reference is made to Works to Barton Brook 3 but no details are given. It is requested that given the Barton Brook is a main river and currently flooding upstream towards Barton is a major concern, full details are provided. Reference is made to Gated access 4 but no details are given. Station Lane linking Walton to Barton is an important route for local people both by car, bike and on foot. Full details showing the linkage of Station Lane with the bypass and in particular footpath provision should be provided.

PROW Route Plan Figure 4.3

Why is it necessary to divert footpath 32? Consideration should be given to routing this footpath through the flood relief culvert, unless prevented by lack of headroom.

Drainage Layout

Barton Brook should be shown as it appears to clash with the swales

River Trent Bridge General Arrangement What is the clearance between underside of the bridge and ground level and is it sufficient for PROW 30

CEMP

This document is very generic and does not provide sufficient detail on how specifically environmental management with flood and pollution risk will be managed.

Given that most of the site is within flood zone 3, where is the compound to be located. Are there compounds on either side of the river? How will they be protected against flooding?

Where will stockpiles be located such that they do not create flood risk?

The CEMP needs to identify how all of the pollution risks such as oil spills and silt are addressed. Silt fences will not work in areas subject to regular flooding.

There is no real reference to safety of workforce within flood zone 3

It is noted that Section 1.6 Figure 1.2 is for a location in Suffolk?

Flood Risk Assessment

BPC residents have significant concerns regarding both surface water and fluvial flooding from the main river Barton Brook. Properties just upstream of the railway have flooded in 2024. The FRA states that the bridge will have negligible impact on flooding from Barton Brook. BPC requests that this statement be endorsed by the Environment Agency.

3. 00378 - 39 The Green : Erection of a single storey rear extension – *no objections*
4. 00415 - Blakenhall Park, Bar Lane : Application for a Certificate of Lawfulness for the continued siting of 6 self storage containers and 4 agricultural containers
The description of the planning application tells us all we really need to know about this application. Containers have obviously been stored at Blakenhall Park to the rear of the main and very large rectangular building for some time. Accompanying information indicates that 6 containers have been located there for in

excess of 10 years and the four agricultural containers for in excess of 4 years. In both cases this period takes us beyond the threshold period where enforcement action can take place for unauthorized use. This application, therefore, merely requests a certificate justifying the use of the containers for storage purposes in that location.

The accompanying paperwork would seem to support the applicant's evidence for the planning application. We, therefore, offer no objection to this application per se, but we do feel that it raises a couple of issues which warrant the further attention or investigation by the Local Planning Authority.

Looking back over the planning history at the site we perceive a confused picture, particularly relating to the number of storage containers.

Planning History

P/2022/00465 – this application was a retrospective planning application for the change of use of land for the storage and siting of containers. An accompanying letter states that when self-storage started operating, “since before December 2010”, there were 6 containers. Subsequently more were added and at the time of the application there was a total of 36 containers on site. From the accompanying site plan, it appeared that the area being promoted for storage included the large rectangular shaped building and the adjoining land but excluding the Farm House complex itself. We, therefore, assumed that this retrospective application was submitted to authorize the use for storage of these 36 containers. The Parish Council opposed the application as being contrary to Policies SP 8, SP14, and SP 5 regarding the location of storage and warehousing.

This application was withdrawn.

P/2022/01144 was an application for a Certificate of Lawfulness for the siting of 20 storage containers. At the time the Parish Council expressed its confusion as to why only 20 of the 36 containers were part of this application. What was the status of the remaining 16 containers, for example? In addition, there was some confusing information in the accompanying letter as to the how long individual containers making up the 20 had either been on site or when they were purchased.

Taking legal advice ESBC approved this application.

P/2023/00911 was for the retention of 17 self-storage containers. Bearing in mind the recent authorization for 20 containers the Parish Council assumed that this figure of 17 was in addition. We had also previously been informed in 2022 that there was already a total of 36 on site. If approved then this would bring the total on site to 53.

This application was also withdrawn.

Which brings us up to date to the present application for 10 storage containers. The confusion over the past planning history gives rise to a number of questions:-

- ***It is not clear if these 10 containers are in addition to those previously identified, making a total of possibly 63 containers on site;***
- ***It is assumed that these 10 containers were not part of the P/2022/01144 application;***
- ***But if that was the case and at least 6 of these containers had been on site for 10 years or more then this begs the question as to why a planning application for storage use for these containers was not submitted at the time. Why were they left out of that application? In 2022, according to the accompanying letter for the current application, then they may have been there since either November 2012 or March 2014;***

- ***Are these 6 containers or indeed 10 in total part of the P/2023/00911 application for the retention of 17 containers. If so, then we must assume, therefore, that the remaining 7 containers are unauthorized?***

We feel that there is enough confusion and ambiguity from the information we have gleaned from the past planning applications to warrant further investigation by ESBC, not least because it suggests that some containers on site may be unauthorized. A simple planning application for storage use as originally proposed in the P/2022/00465 application might have resolved these issues. Instead, we have had a series of applications to establish lawfulness which has led to confusion over just how many containers there are on site.

The other issue raised by this application is the incremental growth of storage at the site in a rural location. Access is along a substandard rural lane. We assume that self-storage requires a certain amount of vehicular traffic either by small van or private car. Such a use is better located closer to its customer base and, therefore, in a more sustainable location. We, therefore, question whether such a location meets the criteria of the relevant Local Plan Policy SP5. Only Certificate of Lawfulness applications have been approved to date and, therefore, the site has not been subject to the policies of the Local Plan for this use. We also do not know the views of the Local Highway Authority.

If indeed there is a grand total of 63 containers on site then, this also raises the question of how large should a business be allowed to grow before it does become inappropriate in the open countryside. Has it reached this tipping point?

*In summary, we have **no objections** as such to this application. We do, however, feel that the application raises a number of issues which require further investigation concerning possible unauthorized containers and the issue of how should incremental growth be controlled. Such an assessment will hopefully be able to clarify the situation should any planning applications emerge in the future.*

5. 00308 - Needwood Cottage, 24 Main Street: Listed Building Consent. Removal of chimney at rear of property – *no objections*
6. 00436 - 68 The Green: Erection of single storey front and rear extensions, two storey side extension, loft extension including installation of dormer windows to the front and rear – *no objections*
7. 00454 - 26 Collinson Road: Erection of a first floor side extension, single storey rear extension and front canopy roof – *no objections*
8. 00416 - The Cottage, Bar Lane: Demolition of existing conservatory and erection of a single storey rear extension with balcony above

We have no objection to this application but do have a concern that the position of the proposed balcony may be inappropriately overlooking neighbouring rear gardens

9. 00457 - 10-12, Main Street: Retention of garden room
This is a retrospective planning application for what the application description calls a garden room, but is referred to as a sun room in an illustrative drawing and in the applicant's Design and Access and Heritage Statement. 10/12 Main Street is a listed building, and it is also located in the conservation area.

The proposal is located in the garden, on the north side of the property's boundary, more or less midway, between the recent built extension to 10-12 Main Street and a garage, which was also approved as part of the application for the extension (Applications P/2022/01095 and P/2023/00125 apply).

The sun room appears to be a prefabricated building with a flat rubber roof, external wooden cladding and uPVC patio/bifold doors and windows. The illustrative material also shows an air conditioning unit on its rear external wall. According to the accompanying material, the sun room is 8m in length by 3.8m wide.

Parish Council comments

Heritage Statements

1.1 Although the proposal is referred to as either a sun room or a garden room, the illustrative drawing also shows a person sat at a desk using a computer, the implication being that this might also provide some form of work/office.

1.2 The National Planning Policy Framework (2023) requires applicants to describe the significance of any heritage asset affected including any contribution made to their setting. The Design and Access and Heritage Statement merely sets out the descriptions of nearby listed buildings. It does not describe any significance, presumably because it states that it believes that there would be little or no harm to the listed buildings. It also states, however, that, whilst there are no public benefits, the benefits to the homeowners would be huge. The Statement does not really explain why it feels there would be no impact and it makes no reference to any impact on the conservation area, which is also a heritage asset.

1.3 Policy DP 5 also requires applicants to prepare a Statement of Significance, which sets out how a proposal would potentially affect the significance of the asset. Where extensions and other alterations are involved, they should generally preserve and enhance the integrity and setting of the listed building.

1.4 It is doubtful that the applicant's Heritage Statement meets either of these requirements. Merely stating that there will be no impact without recourse to any accompanying evidence does not help the Parish Council, as a consultee, in understanding the reasoning for the proposal, its design and how it might impact both the listed building and the conservation area. The Statement also does not address how their proposal can preserve and enhance the integrity and setting of the listed building as they are obliged to do under the policy.

Local Plan policies SP 24/SP 25 and DP 5

2.1 The Borough Council will be aware that the Parish Council objected strongly to the contemporary rear extension to 10/12 Main Street, believing that it did nothing to preserve or enhance the 17th century listed building, which is an icon for the village. We understand that you treat each application on their merits, and many case officer reports remind us that because of this principle, precedents of previous proposals are not set. That being the case, now that the extension has largely been completed, that is the context, which we have to take into account and which we cannot wish away. But it should not act as a precedent to allow future inappropriate development.

2.2 The proposal has a flat rubber roof, patio or bifold doors and windows and wooden redwood cladding. We cannot see how these materials reflect the character of either the listed building or the conservation area. And the Heritage Statement provides no justification as to why the applicants believe these materials are appropriate.

2.3 But considering the merits of this proposal, we cannot understand how a prefabricated, seemingly off the shelf, sun room can preserve and enhance the listed building and its setting. We also cannot see how this proposal can protect, conserve and enhance the character and appearance of the conservation area, as required under Policies SP 25 and DP 5.

2.4 In and of itself, the sun room is not unattractive and may suit being in the grounds of a modern property. It is just that we believe it is inappropriate in the setting of a listed building. In addition, there is no explanation as to why and how the applicants feel it is an appropriate structure. We note, for example, that the approved garage is constructed of brick, and also has a pitched roof. Although divorced at the bottom of the garden and a distance away from the main property, we feel that this at least uses an appropriate design and materials.

2.5 Policy SP 24 requires all proposals to contribute positively to the area in which they are proposed. They must also create a sense of place. Further, Policy SP 24 requires developers to demonstrate how they have met the criteria in this policy. We would, therefore, have thought that the Design and Access and Heritage Statement might actually have provided that required explanation so that we could understand how a positive contribution was made. In the absence of any such understanding, we must conclude that this prefabricated sun room is incongruous within this context of a listed building and a conservation area. Where is that sense of place which it is meant to provide?

Case Officers reports

3.1 We have noted, in the past, that case officers' reports have taken the view that for rear extensions in conservation areas that if you can't see it then it doesn't really matter. It looks like that you may not be able to see this proposal from Main Street. We have always argued, however, that visibility should not be a planning consideration when what is at stake is the integrity of the listed building and the quality of the conservation area.

Maintaining this integrity for future generations is clearly the aim of Local Plan policies. A few years ago, English Heritage, as was, in a study of conservation areas felt that inappropriate development had led to their decline.

3.2 We have also noted that case officer reports and assessments also seem to use phrases such as, "...it relates well with its surroundings". Indeed, this was the phrasing used in the case officer's report when approving the applicant's extension (P/2022/01094). We have looked through the appropriate local plan policies and cannot see this phrasing used as a criterion. Instead, Policy SP 24 which promotes High Quality Design sets a higher standard and states that all proposals must make a positive contribution. 'Relating well' implies doing no harm, whereas the requirement for high quality design is more pro-active and is also an imperative. The additional requirement in achieving high quality design for proposals affecting heritage assets, means protecting, preserving and enhancing the listed building and the conservation area, again requiring a more pro-active rather than a passive solution.

3.3 We submit, therefore, that this proposal fails to meet the criteria of Policies SP 24, SP 25 and DP 5 and we object accordingly.

3.4 If ESBC is mindful to approve this proposal, then we would appreciate an assessment of how it makes a positive contribution and preserves and enhances the listed building and the conservation area. We also understand that, because of proportionality, and although a criterion in Policy SP 24, referral of this proposal to a Design Review Panel would not be considered appropriate.

3.5 Also, if ESBC is mindful to approve the proposal then we would like to recommend that rather than being approved in its present location that it be moved so it better relates to either the main property or to the garage at the end of the garden. This will have the effect of lessening its impact due to the proximity of surrounding buildings.

3.6 The Parish Council would also like to inform ESBC that we have received a number of complaints from local residents about the extension to this property. They feel that such a contemporary design, and its colour, harms the quality of the conservation area and cannot understand how it maintains the fabric of the listed building. Indeed, the declining quality of the conservation area was noted in a recent village survey (available for viewing on the Parish Council's website). The Parish Council, therefore, believes that approving this inappropriate proposal will only compound this feeling of decline.

ESBC Decisions – Permissions Granted

10. 00284 - 10 Meadow Rise : Conversion of rear part of garage to 'winter garden' structure; erection of rear and front single storey extensions with pitched roofs, alteration of front dormer window to create pitched roof gable with weatherboard cladding (Revised Scheme)
11. 00211 - 11 Meadow Rise : Demolition of existing single storey side extension to facilitate the erection of a two storey side extension, erection of detached garage and conversion of the existing integral garage to part of dwelling
12. 00356 - 43 Station Road: Fell to ground level one Eucalyptus tree (T1).
13. 01365 - 17 Church Lane: Erection of replacement side extension to the rear of the existing garage with raised parapet to existing roof and new dropped kerb to the frontage
14. 00125 - 74 Captains Lane: Erection of a single storey side and part two storey and single storey rear extension and front canopy
15. Application by Oaklands Farm Solar Limited for an Order Granting Development Consent for the Oaklands Farm Solar Park Project
Rule 6 letter – invitation to the Preliminary Meeting, other Procedural Decisions, and information about the Examination 10/7/24, 10am Branston Country Club

ESBC Decisions - Refused

16. P/2023/00767 - 67 Park Road : Erection of two storey side and single storey rear extensions, front canopy and external alterations including cladding to the front and rear

17. 00247 - Barley Fields, Dunstall Lane, Stoneyford : Erection of two storey front and rear, single storey side, part first floor part two storey side extensions with Juliet balconies to the rear, dormer windows to the front and installation of an external staircase to the side, rendering and cladding

Correspondence

ESBC Planning Department - Red Lion PH Barton Under Needwood

15/5/24

Good afternoon DC Support,

Thank you for your email of 21st February.

Barton Parish Council remain concerned about the work still being undertaken at the premises of the Red Lion, (former?) Public House, Main Street, Barton Under Needwood with as yet no information on the intentions for the building.

The front wall has recently been painted in a dark blue colour. Old buildings within the conservation area have long been painted but all with either white, as formerly was the Red Lion, or mild pastel shades. We find this new colour intrusive and inappropriate within our conservation area.

Therefore we seek advice on what rules or guidelines exist for the colours considered permissible within conservation areas. The opinion of the ESBC Conservation Officer would be most welcome.

For your convenience I attach photographs of the building frontage taken today, 15th May, and one from Google Street View dated August 2023 for comparison.

We look forward to receiving your opinion.

Kind regards,

Cllr. Ian Gilbey Barton Under Needwood PC Planning Committee

Planning Committee Meeting 5pm Monday 13th May 2024
Barton Village Hall, Small Meeting Room.
Members present, I Gilbey, L Young, J Taylor, D Lord, R Bell.
Apologies, E Sharkey
Declarations of interest: None

Appoint Chairman, IG again.

Review Terms of Reference. Agreed there is no need for any change since last year.

Co-opt members, R. Bell again co-opted.

Review meeting times and dates, agreed to continue meeting on Mondays at 5pm at approximately 2 week intervals as required by incoming planning applications.

P/2024/00378, 39 The Green, respond by 28th May
No objection.
At this point LY had to leave the meeting.

P/2024/00415, Blakenhall Farm, respond by 28th May
RB drafting report.

P/2024/00308, 24 Main Street, respond by 29th May
No objection.

P/2024/00436, 68 The Green, respond by 3rd June
No objection.

P/2024/00454, 26 Collinson Road, respond by 3rd June
No objection.

Red Lion Painting.
Email 15 May 2024.

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We look forward to receiving your opinion.

Kind regards, Cllr. Ian Gilbey

Barton Under Needwood PC Planning Committee

Bellway's Estate travel plan.

RB liaising with Staffs. C.C. over required updates. Recent figures show a significant reduction in motor vehicle commuting though we wondered if this may be due to the pandemic and working from home. RB will continue to pursue on our behalf and was thanked for work done on this.

Next meeting: This would be 5pm Monday 27th May 2024 which is a Public Holiday so we will have to see when we can meet next.

I Gilbey, Chairman

Allotments Report

All plotholders, except for plot C2, who intend to continue working their plots have paid for 2024/25. Plot C2 has been issued with a notice of termination for not working the plot and not paying the 2024/25 fee.

It can now be confirmed that there are 6 vacant plots available and no waiting list for the 2024 season.

A water main leak has been identified and although small does require repair. It has been agreed that this will be repaired by competent plot holders with cost of materials etc met from the maintenance budget.

Following detailed review, it is considered that with one exception the new proposed lease from SCC is acceptable. The remaining issue is frequency of rent payment and from PC side a requirement for SCC to issue invoices for payment. This is in the process of resolution.

A complaint was received from a Hardy Close resident regarding plotholder H1. The complaint was that the plotholder had cut trees at the Hardy Close boundary, dumped the arising on the Hardy Close side of the boundary and endangered residents' health and safety. This complaint was investigated and a response sent to the complainant.

A second complaint was then received alleging that plotholder H1 had extended the boundary of their plot beyond the allotment boundary into the adjacent farmer's field. This complaint was investigated, jointly with the farmer. The plotholder had assumed that the boundary was a stockproof fence but it is a hedge 1.5 m inside the fence. The plotholder had removed the hedge when levelling out the plot.

The plotholder has been instructed to reinstate a hawthorn hedge along a centreline 1.5 m from the fence and remove anything from within that space. A letter is being sent to the farmer confirming the instruction.

Councillor Lord met the complainant at their request at Hardy Close and discussed with them of the outcome of investigations. It is understood that the complainant is satisfied with the outcome and that their main concern is the protection of the trees and hedge at the allotment boundary. They have advised they are seeking to get TPOs on the trees.

4/6/24

CORRESPONDENCE

GENERAL

1. Resident copy correspondence sent to Global Cargo Solutions regarding HGV travelling through village
2. Resident copy photos sent to police, evidence of drinking in Collinson Park
3. Resident pictures of unsatisfactory wooden bollard repair – *query raised with SCC and added to their June agenda*
4. Approach regarding tender for grounds maintenance contract – *forwarded to P&OS*

SCC/HIGHWAYS

5. Final report of the Boundary Commission Review – *forward to all Cllrs*

ESBC

6. Sara Botham – date for next parish council forum – 19/6/24, 6.30pm via Zoom – Community Safety - *forward to all Cllrs*
7. Invitation to D Day ceremony at Burton Town Hall 6/6/24 - *forward to all Cllrs*

STAFFORDSHIRE POLICE

8. PCSO advice regarding vandalism/ ASB at fishpond – *forwarded Fishpond Committee*

SPCA/NALC/SLCC

9. Newsletters and training opportunities - *forwarded to all Cllrs;*

Barton Parish Council

Minute Number	Action Points	Responsibility	Update
24/07.1	Resolve f.o.c. maintenance visit from Mitmark	Clerk	Contacted Mitmark, awaiting response
24/07.3	Bench quotes to be reviewed	P&OS	
24/07.4	Damaged noticeboard to be reinstalled - decision on location and method	BG	Completed
24/09.3	Cllr Sharkey to circulate Sam Griffiths' gully report to all Cllrs	ES	
24/09.5	Cllr Sharkey to contact AI Estates Manager re FP17	ES	
24/10.1	Cllr Taylor to attend to failing oak trees at fishpond	JT	Work carried out
24/19	Cllr Sharkey to check grounds maintenance charges in line with revised prices quoted	ES	Completed
24/19	Gap Analysis SCC Data Protection Services	Clerk	on order
24/19.3	Submit statement from Bailiffs regarding Fishpond Closure for spawning	Fishpond Committee	
24/20	Social Media Policy to be reviewed	HR	
24/22	Spring seat, Toddler Park damage	P&OS	knob fixed by Cllr Sharkey

Flood Report

Following approval of funding we have received the draft EA/BuN Flood Warning Service agreement for review. Assuming all is in order, a recommendation to formally accept the partnership agreement will be presented to a future PC meeting.

Meanwhile EA/BPC are taking initial steps to secure the appropriate flow gauging equipment and get agreement from relevant people for its installation.

No date has been set for the deferred Needwood Division meeting at which we hoped Severn Trent Water would have a representative. Julia Jessell is rearranging the meeting and is trying to ensure STW attendance. Following recent flooding of a field and Station Road properties due to the Combined Sewer Overflow not working as designed, we are keen to get STW confirmation that they will take action. Local residents have made representations to the PC on this matter

A joint meeting of representatives of Holland Sports Club and Barton Marina with the EA and PC on 16 May. Both explained their problems with regular flooding from the Barton Brook and want action to prevent the flooding. EA/PC confirmed current position with the Barton Brook Flood Alleviation scheme, currently not fundable and attempts to get Natural Floods Management measures to reduce but not remove flood risk.

EA/PC advised that there is no short term prospect for reducing flood risk. It is not possible to raise banks to prevent the flooding because that transfers the flooding to other property. EA/PC is willing to work with HSC and BM to develop a scheme of management of floodwater to direct it away from Tennis Courts and Rugby pitches and route it into the Marina Lakes. This will require joint agreement and funding.

Following the meeting the HSC was flooded again on 22 May. The Barton Turn Road also flooded.

Following the joint SCC/PC meeting on 18 April SCC are progressing some of the flood alleviation actions promised and the PC is continuing liaison. SCC have now completed a gulley cleansing run from Little India through Main Street and Station Road to the A38. Results of the work and any remaining blocked gullies are to be received.

4/6/24