

A Meeting of **Barton-under-Needwood Parish Council Finance Committee** was held on Tuesday 29th July at 6:30pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



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

Apologies: James Brookes

1. The documents prepared by the Clerk were reviewed. Regarding the Budget versus Income and Expenses documents, the key points noted were:
 - 1.1. Several of the forecasts for yearly income and expenses are estimates at this stage of the year. They will be monitored, and the forecast refined as the year progresses.
 - 1.2. Burial Ground income is higher than anticipated at the start of the year.
 - 1.3. VAT reclaim of £10,997 is complete
 - 1.4. COOP Car Park income is expected to be received in August.
 - 1.5. Petty Cash fund has now been closed in line with prior agreement with the full council
 - 1.6. The national pay award for public employees has not yet been announced and so this remains an area of uncertainty with regard to staff costs for the year.
 - 1.7. The pay award for the Lengthsmen has been added into the budget (this adjustment is in line with changes to the national minimum wage)
 - 1.8. It was agreed to increase the forecast for unplanned expenditure within Admin by £1,000 to £11,000 for this financial year.
 - 1.9. We need to validate the way the £40k cash transfer to Unity bank is represented in the accounts. It is currently represented as an expense without a balancing income. The Clerk agreed to seek advice to how this should be included in the accounts.
2. Bank Account Holdings and FSCS Protection – it was noted that the transfer of £40,001 to Unity bank now means that all of the Council's holdings are now within the limits of protection provided by the FCSC.
3. P&OS Budget.
 - 3.1. The tender documents for the Collinson Park drainage scheme have been issued to four contractors. The tender covers a bigger area of land than originally envisaged, but Councillor Sharkey has secured free-of-charge pipe bedding material. The net of this is that we anticipate the cost will be within the planned budget.
 - 3.2. On receipt of quotations (due Aug 12th), they will be reviewed by members of the P&OS committee and then by a meeting of the Finance committee to assess any impact of budget and the remaining P&OS budget, including work required to complete the toddlers play-area. A recommendation will be made to the full council as to how to proceed.
 - 3.3. Councillor Sharkey agreed to obtain confirmation from Hanson's and Aggregate Industries to supply pipe bedding material free-of-charge.
 - 3.4. The Clerk agreed to report on the final cost of the CCTV installation at Collinson Road.
 - 3.5. It was agreed to add the running costs of the new CCTV system to the P&OS budget (£25/month)
4. Fishpond.
 - 4.1. In this financial year there are two remaining projects to complete (1) Replacement of the Island and (2) New Notice board.
 - 4.2. The training platform project is complete, and costs incurred.

- 4.3. We have £4,500 budget remaining for the Island and Notice Board projects, which are currently forecast to cost a total of £4,250 (Island £2,950 and Notice Board £1,300). Cllr Taylor to provide copies of quotations received for work to island to the Clerk.
5. New Accounting Package
- 5.1. Setting up the package is taking considerable time and effort due to us having to create a new structure of cost centres for each budget item.
- 5.2. It was agreed that our target is to have the new package operating in full for the beginning of the next financial year.
- 5.3. It was also agreed that we should ensure we take the appropriate time to ensure that we undertake the set-up carefully in order that we avoid problems for the future
- 5.4. It was agreed that we will endeavour to run the new package and the existing spreadsheets side-by-side in the run-up to the next financial year.
- 5.5. If we experience difficulties in setting up the package, we will explore options for assistance.
6. Investment Strategy
- The draft document produced by Councillor was reviewed and accepted by the Finance Committee. It will now go to Full-Council for approval.
7. Risk Assessment
- Members of the Finance Committee agreed to review the Risk Assessment document and this document will be agreed at the next meeting of the Finance Committee.
8. Our response to Staffordshire County Council regarding the contract for ease of land for allotments has been agreed and is with SCC.
9. It was agreed that before the next financial year, the Finance Committee will review the budget categories and make amendments as required.
10. River Level Gauge. We need to resolve the logistics relating to payment to us from EA, and then our payments to our supplier. Councillors Sharkey and Lord to action

Next meeting was agreed for 20th August 2024 at 6:30pm in the SMR.

Stephen Naylor
Chair, Finance Committee

Receipts	Last Year 2023-24	Budget 2024-25	Actual to date	Year End Projection	Diff Proj v Budget	% variance	Comments	Significant variances	Remaining
Total	58,808	44,093	22,304	50,068	5,975	14			
Local Authority Grant/Other	1,865	1,865	933	1,865	0	0.00	1 of 2 payments received		933
Burial Ground	14,150	16,000	6,740	20,220	4,220	26.38			9,260
Allotments	1,288	1,845	1,668	1,845	0	0.00	Diff due to plots vacating		178
Fishing	3,077	3,100	1,372	3,100	0	0.00			1,728
Interest	1,613	1,000	395	1,000	0	0.00			605
Holland Sports Club Lease	450	450	0	450	0	0.00	Rent offset by HSC Insurance premium		450
Grants	8,683	0	50	50	50	7564.00	Memorial donation Fishpond		-50
VAT Reimbursement	4,425	10,000	10,997	10,997	997	9.97	Claim received for previous year		-997
Car Park	10,108	10,511	0	10,391	-120	-1.14	CPI to May 24 = 2.8% on last year		10,511
Village Hall	12,976	0	0	0	0	0.00	staff costs transferred to BVH		0
Other	173	0	150	150	150		Petty Cash closure		

Payments	Last Year 2023-24	Budget 2024-25	Actual to date	Year End Projection	Diff Proj v Budget	% variance	Comments	Remaining
Total	152,422	116,830	102,940	114,088	-2,742	-2		
Staff costs	54,148	62,000	19,222	57,667	-4,333	-6.99	NJC pay agreement pending	42,778
Lengthsman	2,809	3,000	875	2,626	-374	-12.46	Living wage increase 9.7%	2,125
Village Hall contra	13,079	0	0	0	0	0.00	staff costs outsourced by BVH	0
Admin / T&D/Professional	8,877	10,000	5,694	11,000	1,000	10.00	suggested increase of £1k due to unbudgeted Gap analysis, Scribe a/cs	4,306
Donations & S137 payments	658	700	75	700	0	0.00		625
Bank Charges	199	250	55	250	0	0.00		195
Capital Expenditure	1,894	1,000	533	1,000	0	0.00	Equipment replacement contingency	467
Maintenance / Repairs)	3,328	1,500	910	1,500	0	0.00		590
General	169	350	52,081	700	350	100.00	Audio equipment to be reimbursed by DWP; 40K transferred to Unity	-51,731
Burial Ground	4,864	2,385	1,938	3,000	615	25.79	Memorial plaques increasing in number	447
Parks & Open Spaces	26,292	11,900	6,679	11,900	0	0.00	2.3% on grounds maintenance	5,221
Fishpond	18,771	12,845	10,071	12,845	0	0.00	8845 vired from ring-fenced reserves for platform	2,774
Allotments	1,412	2,200	81	2,200	0	0.00	Rent increase from SCC due	2,119
Car Park	2,600	1,200	389	1,200	0	0.00		811
Village Enhancement	1,072	2,500	447	2,500	0	0.00	Provision for village events, D-Day, Remembrance, Christmas lights etc	2,053
Other Projects	1,270	0	0	0	0			0
VAT	10,979	5,000	3,889	5,000	0	0.00		1,111

Precept 2024-2025	81,444	Bank Balances as at:	31-Jul-24	Earmarked Future Provision 2024-25	
Less Projected Payments	114,088	Lloyds Current A/C	2,041.90	Ring-fenced Reserves	
Draw on Reserves	-32,644	Lloyds Deposit A/C	34,689.46	Car Park Maintenance & Resurface	£35,000
		Unity Trust	40,001.00	Full Brook Clearance funds (SCC)	£427
Projected Income	50,068	National Savings	74,494.67	Election expenses	£3,750
Projected Surplus/Deficit	17,424			Burial Ground Bench, fence memorial garden	£2,250
				Land Drainage Collinson Park	£15,000
Working Capital	76,732	Less unresented cheques	-	Fishpond Noticeboards	£3,300
General Reserve	74,495	Plus credits outstanding	-	Fishpond protection (island)	£1,200
Ring-fenced Reserves	76,685	Total	151,227.03	Benches Ash Tree Road & Fishpond	£3,300
Minimum Reserve	37,000			Collinson Park Entrance	£5,250
				P&OS benches/CCTV	£7,208
Net Funds	37,542			Total	£76,685

1. Introduction

This Investment Policy has been produced with regard to Guidance issued by the Secretary of State for the Department for Communities and Local Government under Section 15(1) (a) of the Local Government Act 2003. This guidance applies to parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in the guidance.

2. Investment Objectives

The Parish Council's investment objectives are to secure the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

A key objective of the Parish Council is to minimise risk in its investments and always place a high priority in protecting the financial assets of the community.

3. Investment Policies

All investments will be made in UK Accounts of Financial Institutions.

The Parish Council will not borrow monies to invest, lend or speculate.

The Council will always seek to maintain balances in accounts at the level where they are protected against insolvency by the UK Financial Conduct Authority.

The Council will invest only in accounts which afford instant and penalty-free access.

The Finance Committee of the Parish Council will review the account balances at each meeting and ensure that holdings are conformant with the policies set out within this document.

The Finance Committee of the Parish Council will monitor the yield on investments by having regard to the general financial, economic and political environment nationally and seek to maximise the return on Investments, whilst maintaining conformance with the policies set out in this document.

All resolutions relating to investments will be agreed by the Finance Committee and recorded in its meeting minutes. All resolutions will be additionally agreed by the Full Council meeting and recorded in the minutes appropriately.

4. Review and Amendment

The Parish Council's Finance Committee will review this policy annually and report the outcome of such review to the Full Council for consideration.

Risk Management For Review and adoption by Barton under Needwood Parish Council ~~7-March~~1 August 2024

This document was prepared by: Siobhan Rumsby /Alison Jones

Reviewed and adoption by Barton Parish Council:

Chairman of Council Signature

Cllr E Sharkey

Clerk Signature Siobhan Rumsby



Next Review Date:

Risk assessment is a systematic general examination of conditions, activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Barton under Needwood Parish Council to assess the risks that it faces under a category of H/M/L (High/Medium/Low) and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
Insurance	General adequacy	L	The insurance arrangements are reviewed fully on a three-year basis with interim annual checking. Review of risk and adequacy of cover (loss / damage, public liability, consequential loss and fidelity guarantee) should be conducted annually.	Check limits annually and review full policy every three years Ensure any capital expenditure purchases over a value of £400 are added to the schedule.	Clerk and Councillors
	Cost	L			
	Compliance	L			

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FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Full review of renewal costs every three years – next due 2024	Insurance policies/schedules to be kept for 21 years in fire proof cabinet	
	Public Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Employers Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Money	L	Insurance at £250,000 In transit £2,500 Private residence of member or employee £350 In locked safe or strongroom £2,500		Clerk and Councillors
	Fidelity Guarantee	M	Insurance at £250,000		Clerk and Councillors
	Property	L	Grounds equipment: £1219 Office Equipment: £4007 Play Equipment: £65352 Other: £74,098		Clerk and Councillors
	Libel and Slander	L	Insurance at £250,000		Clerk and Councillors
	Personal Accident Whilst carrying out official duties Ages 16-75	L	Death £100,000 Loss of limb, hearing, sight, speech £100,000 Permanent total disablement £100,000 Temporary disablement £200 p/w Partial disablement £100 p/w		Clerk and Councillors
	Ages 76-85		Amount reduced to £10,000		

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Employees/Councillors Accident and assault cover	L	£25,000 Temporary disablement £100 p/w Temporary partial disablement £50 p/w		Clerk and Councillors
	Excess	L	To be set aside as a Reserve in case of any claim, insurance schedule details different excesses payable		Clerk and Councillors
	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council regularly receives <u>monthly</u> budget updates. information. At the precept meeting <u>As part of the annual budget setting process,</u> the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings <u>categories</u> , and individual committee budgets, the total of which is resolved to be the precept amount to be requested from East Staffordshire Borough Council.	Review starting in December with budget process. Confirm precept requirement in January	Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
Precept	Insufficient available funds <u>to meet the Council's spending requirements and commitments</u>	L	A full budget needs to be submitted prior to the Precept request. This should include funds placed in reserve for future projects, a contingency fund and three months' running costs. <u>Additionally, the Council maintains reserves which act as a buffer against any overspend of budget.</u>	Existing procedure adequate	Clerk and Councillors
Budget Provision and Reserves	Work awarded incorrectly	L	Normal Parish Council practise would be to <u>is to</u> seek, if <u>wherever</u> possible, more than one quotation for any substantial work undertaken. For major work competitive tenders must be sought. If problems encountered with a contract, the Clerk would investigate the situation and report to the Council.	Procedure in Financial Regulations	Clerk and Councillors
Best Value Accountability	Overspend on services	M	If problems encountered with a contract, investigations to be made and reported to the full Council.		
Contracts and contractors	Maintenance contractors	<u>L</u>	Refer to Standing Orders for award of contracts. Competitive tenders <u>are</u> sought. Initial contracts awarded for 12 months. If problems encountered with a contract, investigations to be made and reported to the full Council.	Report on performance and review when appropriate	Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Subject to satisfactory performance, subsequent contracts are awarded for three years.		
Payroll and Salary	HMRC RTI Information – submit within time limits	L	Salary payments should be entered on the RTI Tools software and uploaded to HMRC on a monthly basis. Pension payments set up by Direct Debit and monthly schedule completed by Clerk.	Current procedure adequate	Clerk / HR Committee
	HMRC End of Year Submission / P60 – submit within time limits	L	The Council must complete the End of Year Submission online within the HMRC timeframe	Current procedure adequate	Clerk / HR Committee
	Salary paid incorrectly	L	Salaries agreed by full Council and paid monthly. Cheque-Online payments of funds are controlled by two authorising Council Members via the bank's online process. signatories to check correct payments.	Existing procedures adequate	Clerk / Councillor Mandated signatories
	Unpaid tax to HMRC	L	Clerk ensures correct HMRC payments made by the due date	Existing procedures adequate	Clerk / Councillor mandated signatories
	Fraud by staff	L	Requirements of Fidelity Guarantee Insurance adhered to with regards to fraud.	Existing procedures adequate	Clerk and Councillors
Employees	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their role.	Monitor health and safety requirements and insurance annually	Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Clerk resignation / sickness / death	L	Councillors may act in a temporary capacity at nil pay. Contingency required for advertising, sickness cover etc – Exit Policy to be drafted indicating whereabouts of documents, cheque books, PAYE information etc.	Review contingency in budget annually Exit Policy to be considered.	Clerk / HR
	Employer Liability / legislation	L	Comply with Employment Law Carry out Health and Safety Checks, Risk Assessments in accordance with Policy Council maintains membership of Staffordshire Parish Councils Association including National Association of Local Councils and receive regular updates on any changes to employment policy. Clerk membership of Society of Local Council Clerks to be maintained for support and advice	Review and adopt any changes to Health & Safety Policy, Lone Working Policy, Grievance Procedures, Equal Opportunities Policy and any others necessary. Carry out annual appraisals, salary reviews	Clerk / HR
Bank and Banking	Inadequate checks	<u>L</u>	<u>All expenditure is subject the review and approval processes requiring dual approval.</u> Refer to Financial Regulations which set out banking procedures	Existing procedure adequate	Clerk / Councillors
	Bank mistakes	<u>L</u>	Monthly reconciliation identifies any errors	Existing procedure adequate	Clerk
	Cheque mistakes	<u>L</u>	Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors.	Existing procedure adequate	Clerk and cheque signatories

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Payments agreed on Schedule at the PC Meeting. Cheque, cheque counterfoil, invoice and schedule to be signed or initialled		
	<u>Online Payment mistakes</u>	<u>L</u>	<u>All online payments are subject to dual approval</u>		
	Credit references		The Bank performs credit references on cheque signatories	Existing procedure adequate	Bank
	Non-performance/ delivery of third parties		Avoid pre-payments wherever possible. Vet suppliers thoroughly	Existing procedure adequate	Clerk and Councillors
	Information communication		Financial information is a regular agenda item (Finance Report) with recommendations put forward by the Finance Committee then discussed / reviewed and approved by full Parish Council		Clerk and Councillors
Financial reporting	Annual accounts	L	Accounts to be closed at Council Year End 31 March and final Statement submitted to April / May Parish Council meeting for scrutiny and agreement. Clerk / RFO and Chairman to sign off.	Existing procedure adequate	Clerk and Councillors
	Inadequate records	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate	Clerk and Councillors
Financial Records	Financial irregularities	L	Accounts are inspected at regular Finance Meetings and any discrepancies would be highlighted	Existing procedure adequate	Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
Grants	Payment of Grants and Power to pay using S137		Ensure that the donation is acceptable to pay under S137 or General Power of Competence. All such expenditure goes through the required Council process of approval, minuting and listing accordingly if a payment is made using S137 power of expenditure	Existing procedure adequate	Clerk and Councillors
Charges – rents	Payment of rents	L	Any rents receivable (Allotments, Holland Sports Club) are requested by the Clerk and chased for non-payment; rents payable (SCC) are paid within time frame indicated on invoice received	Existing procedure adequate	Clerk and Councillors
VAT	Reclaiming	L	The Council will make at least one reclaim per year using the 126 form after the close of the year end provided the reclaim is for more than one calendar month and is over £100. The order must have been requisitioned by the Council, the invoice made out to the Council or the Clerk and the payment made from Council funds.	Existing procedure adequate	Clerk
VAT	Charging	L	The Council is not currently registered for VAT	Existing procedure adequate	
Audit	Annual Return - complete and publish within time limits	L	External Audit Annual Return completed and signed by the Internal Auditor and then completed and signed by the	Existing procedure adequate	Clerk and Chairman

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			<p>Chairman and Clerk / RFO and published on the website within the specified timeframe.</p> <p>If the PC payments and receipts fall below £25,000 the PC may agree that there is no need for a Limited Assurance Review and that Exemption is acceptable; the Certificate of Exemption must be completed and sent to the External Auditor by 30 June. All paperwork must still be completed and published whether or not it is sent to the External Auditor.</p> <p>The PC may still have a Limited Assurance Review and the paperwork must be completed and sent to the External Auditor and published on the website in the usual way.</p>		
Audit	Public inspection of documents	L	By appointment only, at the Village Hall or other convenient public place. For the safety of the Clerk, the public are welcome to inspect documents, but with a Councillor present.	Existing procedure adequate	Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Internal Audit	L	Independent Internal Auditor appointed and recommendations reviewed and followed	Existing procedure adequate	Councillors (with advice from Clerk)
	Review of Effectiveness of Audit	L	The Council must review its requirements of the internal Audit including scope, independence, competence, relationships and planning following the completion of the Internal Audit.	Existing procedure adequate	Council
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used.	Ensure relevant Power referred to.	Clerk and Councillors
Minutes / Agenda / Notices and Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements including publishing on the Agenda and Minutes section of the Parish Council website (www.bartonunderneedwood-pc.gov.uk) Minutes are circulated in advance of the meeting, approved and signed at the next full Council meeting.	Existing procedure adequate	Clerk

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Standing Orders	L	Adopted May 2023	Revise and review at adequate intervals	Full Council
	Financial Regulations	L	Adopted in May 2023	Revise and review at adequate intervals	Council
	Code of conduct	L	Adopted July 2022 Councillors issued with the document on taking office and conduct themselves in accordance with the Code of Conduct.	Existing procedure adequate Consider pledge to Civility and Respect Project	Clerk and Chairman
Council Records	Paper	L	Loss through, fire, theft, damage. The Parish Council records are stored at the Village Hall in the fire retardant filing cabinets. Records to be kept for the required amount of time and when disposed of, shredded.	Damage (apart from fire) and theft is unlikely – there are smoke detectors and fire alarms at the hall and the hall is locked when empty. Provision is therefore adequate. Further archiving/shredding of	Clerk and Council

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
				papers in storage is necessary.	
	Electronic	M	The Parish Council electronic records are stored on the Council's laptop which is kept either at the office or at the Clerk's home, and files backed up to Dropbox Cloud. McAfee antivirus software is installed on all devices and is to be kept up-to-date	Existing procedure adequate. Back ups to be made weekly.	Clerk
Data Protection	Policy provision		The Parish Council is registered with the Information Commissioner's Office	Existing procedure adequate	
	Data Protection Officer		Is not currently necessary. The Clerk is appointed Data Controller	To be reviewed should the legal position alter	
	GDPR		Policies to be adopted and published: General Privacy and Data Protection, Document Retention, Freedom of Information, Disclosure Log, Consent for Information	Policy implementation ongoing - Review annually	Council
Freedom of Information and Environmental Information Regulations	Policy	L	Policy to be adopted and published	Policy implementation ongoing – Review annually	Clerk / Council

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Provision		The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.		Clerk / Council
Councillors	Resignation or death of a Councillor	L	When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. Advertising and procedure is followed under the direction of East Staffordshire Borough Council. The Council tries to draw members from around the Parish to make sure each area is represented.	A Casual Vacancy procedure is followed adequately	Clerk / Council
	Council becoming inquorate	M	If the Council becomes inquorate the Borough Council will take over the running of the Council (at the Village expense).	Procedures of East Staffordshire Borough Council are adequate	
Election Costs	Risk of an election cost	L	Risk is higher in an election year. The Council sets aside a sum each year to a maximum of £1,875 for election expenses. In a normal election year a budget figure for the Parish election is obtained in advance from the Borough Council	Existing procedure is adequate for the four-yearly elections and the risk of incurring costs of a by-election are low.	

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
Members' Interests	Register of members' interests	M	Councillors must complete a form on election which must be sent to East Staffordshire Borough Council for publication on their website. Councillors are responsible for ensuring that their own register of member's interests is kept up to date. Register displayed at on the Parish Council and Borough Council websites	Review Annually	Councillors
Council Meetings	Recording of meetings	M	Members of the public are requested to inform the Chairman if they wish to record the meeting.	Parish Council will also record if necessary	Chairman

ASSETS and PROPERTY					
Subject	Location	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
War Memorial	The Square, Main Street, Barton	M	Stone structure in garden surrounded by chain linked bollards.	Annual inspection to be carried out in June	Councillors
Benches and street furniture owned by the Parish Council	Main Street, War Memorial, Collinson Park, Fishpond	M	All secured by bolts, screws etc. Regular monitoring, reporting to the Council, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council.	Annual inspection to be carried out in June	Parks and Open Spaces Committee

Collinson Park Play Equipment	Collinson Road	M	Inspections carried out at required intervals and any maintenance, repair or replacement as required carried out using personnel deemed qualified by the Council.	Annual inspection to be carried out in June Weekly safety checks	Playdale Play Equipment Groundsman / Parks & Open Spaces Committee
Memorial Wall	Burial Ground	L	Wall erected in 2013, regular inspection to be made to ensure stability. Plaques to be inspected to ensure adequately fixed.	Annual inspection to be carried out in June	Burial Ground Committee
Memorial Headstones, Gates, Fencing & Equipment	Burial Ground, Collinson Park, Fishpond, Allotments	L	All structures to be inspected regularly to ensure safety. Plumbing to be checked at Allotments Fishpond pump and associated equipment checked quarterly	Annual inspection to be carried out in June Topple test to be carried out every 5 years. Bailiffs	Councillors Fishpond Committee
Trees	Various locations on Parish Council land	L	Storm damage, disease, loose limbs, branches Health checks to be carried out to determine safety. Full report and maintenance requirements to be brought before full council unless risk to public and property high, then Clerk to arrange any urgent tree work. Lengthsman reports any damage.	Inspection every three years to be carried out in June and following high winds, floods. Lengthsman patrols village on a weekly basis.	Parks & Open Spaces Committee Clerk

Waste Bins	Collinson Park	M	Subject to vandalism, theft Damage – regular inspections carried out	Annual maintenance inspection in June	Parks & Open Spaces Committee
Grit Bins	War Memorial Village Hall Car Park	M	Subject to vandalism damage, theft of bin or contents – regular inspections carried out in winter months	Regular maintenance inspection carried out and ensure salt renewed through Ice Busters scheme or alternative funding.	Parks & Open Spaces Committee

Noticeboards	Village Hall x 2 Main Street Fishpond Burial Ground Mill Lane Park Road	M	Monthly checks carried out by Clerk when posting notices. Storm damage reported immediately to ensure safety of carriageway, pedestrians and property. Repair or replacement as required by personnel deemed qualified by the Council.	Full annual inspection and cleaning required.	Clerk / Councillors
Maintenance of land and assets	Collinson Park, Ash Tree Pocket Park, Fishpond,	M	Grounds Maintenance contract awarded and reviewed annually for grass cutting, weeding, pruning and shrubbery maintenance. CCTV installed and signage displayed.	Existing procedure adequate	Parks & Open Spaces
	Burial Ground, War Memorial Village Hall Car Park Various tubs and borders	M	Employed Groundsman maintains Burial Ground, Village Hall Car Park and identified areas at the Fishpond	All equipment regularly serviced and performance monitored.	Clerk HR Committee
	Fishpond		Bailiffs carry out maintenance at the Fishpond pegs. Bailiffs patrol and lifebuoys accessible. Police Patrols requested in the event of any anti-social behaviour	Bailiffs voluntarily maintain using their own equipment	Fishpond Committee
Other Assets	Holland Sports Club land	L	Club leases land from the Parish Council and operations as a Limited Company. Parish Councillors and	Existing procedure adequate	Councillors / Clerk Holland Sports Club Limited

	Village Hall	L	<p>Clerk attend Committee meetings and can intervene if any problems</p> <p>Parish Council is the Sole Trustee and have appointed a Strategic Committee with specific Terms of Reference, Parish Councillors on Committee – the Charity insure the premises and have Public Liability and Employee Liability cover.</p>	Existing procedure adequate	Parish Council Village Hall Strategic Committee
Public Events	Any public event organised or led by the Parish Council e.g. Better Barton Live; Remembrance Day; Christmas Lights Switch On	H	Ensure safety of all attending including staff, Councillors and members of the public	Individual Risk Assessments drawn up for each event and all attendees receive briefing All events subject to continual review of risk and appoint lead officer for each event	Councillors/ Clerk

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	22.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667.50		
Interest	77.93	106.87	117.60	92.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	394.66		
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	3,440.00	1,820.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,260.00	16,000	-7,740
Fishpond	180.00	488.00	530.00	302.00	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	10,997.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,997.49		
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	150.00	40,158.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,308.44		
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	15,235.09	42,395.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,832.83		

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	27.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.41		
Salaries	3,427.92	3,801.89	3,475.50	3,460.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,165.61		
Lengthsmen	206.00	257.40	206.00	206.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	875.40		
HMRC	1,314.12	934.79	1,068.56	883.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,201.35		
Nest Pensions	196.00	329.70	0.00	329.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855.40		
Admin	1,019.94	2,587.48	1,205.00	882.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,694.45		
Burial Ground	204.17	231.59	164.56	1,338.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,938.33	2,385.00	446.67
Allotments	0.00	0.00	0.00	81.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.06	2,200.00	2,118.94
Fishpond	98.00	9,792.00	180.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,070.67	12,845.00	2,774.33
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	2,948.43	1,938.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,678.68	11,900.00	5,221.32
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	15.00	82.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	910.03		
Car Park	91.52	114.40	91.52	91.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	388.96		
General payments	0.00	636.69	11,443.44	40,001.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,081.13		
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	291.38	2,132.21	815.70	649.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,888.73		
Total Spend	8,438.19	22,915.94	21,614.38	49,971.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,939.99		

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

31-Jul-24

Lloyds Business Account	£	2,041.90
Lloyds Commercial Instant Access Saver	£	34,689.46
Unity Trust Bank Instant Access Saver	£	40,001.00
National Savings	£	74,494.67

Total Bank Balances £ 151,227.03

Add Credits not on Statement

1,648.00

£1,648.00 **£ 152,875.03**

Less unrepresented payments:-

£0.00 **£ 152,875.03**

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 £ 104,832.83

Less Expenditure to date £ 102,939.79

Total Cash and Investments as at -

£ 152,875.03

Difference -£ 0.00

RFO, S. Rumsby

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

01/08/2024

Payee	Description	£ Value Gross	£ VAT	£ NET
Salaries total		3,867.88		3,867.88 HR
Nest Pension Scheme		164.85		164.85 HR
HMRC		883.88		883.88 HR
Barton Village Hall	ad hoc meetings	21.00		21.00 Admin
JPS Landscaping	Grounds Maintenance July	1,372.25	228.71	1143.54 P&OS
Lloyds	Bank Charges	12.43		12.43 Admin
G. Hughes	Lock for Allotment Gate	26.19		26.19 Allotments
Scribe	Subs	67.20	11.20	56.00 Admin
Country Services	Petrol	24.50	4.08	20.42 Maintenance
Burton Aerial Services	CCTV upgrade	936.00	156.00	780.00 Capex (P&OS)
Tutbury Garden Services	Mower repair	49.63	8.27	41.36 Maintenance
Barton Festival	Donation towards prizes	120.00		120.00 GPC - Donations
Post Office Ltd	Postage	75.90		75.90 Admin
Burton Skip Hire	Burial Ground skip	195.00	32.50	162.50 Burial Ground
Vision ICT	Email Hosting (annual charge)	264.00	44.00	220.00 Admin
				7,595.95

Notifications:

Lloyds Bank change to accounts conditions:

Per month

Account Maintenance Fixed Fee introduced to include:

100 free electronic payments in or out (DDs, SOs, Faster payments) 8.50

thereafter:	Direct Debits	0.20
	Cash in or out (branch)	1.50 per £100
	Cash in automated deposit	0.85 per £100
	Cash out (branch or P.O.)	1.50 per £100
	Cash exchange coins to notes	2.50 per £100
	Chqs in (branch)	1.00
	Chqs in (mobile app)	0.85
	Chq out	1.00
	Credit in	0.85
	Bacs (batches)	5.50
	Bacs (single)	0.15

Change of account product names to:

Business Account

Commercial Instant Access Saver

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

1. Scheme Ref D6825T : Proposed Reduced Speed Limit and Carriageway narrowing on Station Lane, Barton under Needwood
2. 00416 - The Cottage, Bar Lane: Demolition of existing conservatory and erection of a single storey rear extension and installation of Juliet balcony – *no objections*
3. 00503 - 21 Sutton Crescent: 4m crown lift from ground level to one Oak tree, removal of lowest limb over neighbours garden and 1m selective pruning on the front half facing the property(TPO No 315)
We object to this application.
There is no evidence from the applicant that the tree is dangerous or diseased nor damaging any property. We understand the TPO was intended to protect these trees and their high visual amenity value from any adverse impact due to the housing development. Obviously, the applicant was aware of the proximity of this mature tree prior to choosing to live in this house.
It would be helpful if in future ESBC, when agreeing with developers the layout of proposed housing, would take into consideration the presence and location of protected trees and ensure that houses are adequately distanced from the trees to avoid the numerous difficulties we have experienced on this estate with householders purchasing a plot then deciding that trees are too close for their convenience and wishing to remove part or all of various trees.
4. Application by Oaklands Farm Solar Limited for an Order Granting Development Consent for the Oaklands Farm Solar Park - Rule 8 letter – Examination Timetable and other Procedural Decisions

ESBC Decisions – Permissions Granted

5. 00454 - 26 Collinson Road: Erection of a first floor side extension, single storey rear extension and front canopy roof – Revised application
6. 00605 - Park Corner, 83 Main Street: Reduce 1 Oak tree to old cut, felling of Ash tree due to die back, reduction in height by 2m to 3 Leylandii trees, felling of 2 Leylandii trees, prune overhanging branches to 1 Leylandii tree and 1 Beech tree
7. 00571 - 17 Fallowfield Drive: Erection of a first floor side extension with rear Juliet balcony
8. 00184 - 82 Mill Lane : Erection of first floor side extensions, part two storey part single storey rear extension, single storey front and rear porch extensions and external alterations
9. 00416 - The Cottage, Bar Lane: Demolition of existing conservatory and erection of a single storey rear extension with balcony above
10. 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
11. 00457 - 10-12, Main Street: Retention of garden room

ESBC Decisions - Refused

None received.

Correspondence

Sent to ESBC Planning 30/7/24

P/2024/00457

Retention of garden room in the grounds or 10/12 Main Street Barton under Needwood

The Planning Committee of the Parish Council has just read the Case Officer's report regarding this planning application. You will be aware that the Parish Council objected to this proposal expressing the view that it was contrary to Policies SP 24, SP25 and DP 5. Having now read the Case Officer's report, and particularly in the

light of the Conservation Officer's comments, we find it difficult to understand how the proposal can meet the criteria set out in the Council's own Local Plan policies. We would, therefore, be grateful for further explanation.

Conservation Officer's Comments

The Conservation Officer stated that the proposal was not considered complimentary to the listed building, the redwood cladding was somewhat abrasive, and the uPVC windows were not ideal. Despite these concerns, however, the Officer felt that as the structure was concealed there was only a marginal degree of harm. In support of this stance the Conservation Officer quoted paras 195 and 208 of the National Planning Policy Framework (NPPF) December 2023. Para 195 states that heritage assets should be conserved in a manner appropriate to their significance so that they can be enjoyed for future generations. We fail to understand how the approval of a pre-fabricated sun room can ensure that heritage assets are enjoyed by future generations.

Para 208 sets out in more detail that where a proposal leads to less than substantial harm – presumably the stance taken by the Conservation Officer - then the harm should be weighed against any public benefits. Again, we just cannot understand what public benefits are derived from the approval of a pre-fabricated sun room which compensated for, in the Conservation Officer's view, a marginal degree of harm. We consider that all the benefits relate to the applicants and not the public.

We understand that you determine planning applications in accordance with the development plan unless material considerations indicate otherwise. What was strangely absent, therefore, from the Conservation Officer's consideration, was reference to the Council's Local Plan policies notably Policy SP 24 for High Quality Design and Policies SP 25 and DP 5 for Heritage Assets.

Local Plan Policies

Policy SP 24 promotes an imperative that all proposals must make a positive contribution to the area. In the light of our concerns about this proposal and previous developments on this site, we specifically asked, in our comments, that if ESBC was mindful to approve the proposal that they set out how they felt it made a positive contribution. Having now read the Case Officer's report a few times we cannot see that our request was met, as the emphasis of the assessment is on its marginal degree of harm and its lack of visibility and not on any positive contribution.

The Parish Council has raised this issue about visibility on a number of occasions on the assumption that ESBC seems to take the view that if you can't see it then it doesn't really matter. This appears to have been the approach taken in relation to this application. The Case Officer notes that intervisibility between buildings and the visibility of proposals are considerations when assessing proposals. That being the case, you would surely have expected the issue of visibility to be a prime criterion in the heritage policies. But we cannot see any reference in either Policy SP 25 or DP 5 to the importance of being able to see a proposal. Instead, criteria in both policies are concerned with ensuring that development proposals should protect, preserve and enhance heritage assets. And Policy DP 5 repeats the guidance in Policy SP 24 that proposals are expected to make a positive contribution.

Once again, having read the case officer's report we have not seen in the assessment any reference as to how a prefabricated sun room can protect, preserve and enhance the conservation area and the listed building.

Our interpretation of the NPPF's approach to heritage assets is that it is their integrity which needs to be protected for future generations. In our view, therefore, integrity and maintaining the fabric of heritage assets becomes more important than whether or not a proposal can be seen. Even if it cannot be seen from the public realm then the damage to integrity and fabric is still there.

The focus on not being able to see the proposal means that the Council is prioritising doing no or little harm rather than assessing the Local Plan policy criteria of enhancing and making a positive contribution.

Again, we must ask how does this proposal meet the criteria of Policies SP 25 and DP 5 to protect, preserve and enhance the conservation area and the listed building? We are particularly concerned that in view of the Conservation Officer's comments then how does this proposal enhance the area? Doing no harm is not the same as enhancement and, therefore, relying on the former means that the latter is not addressed.

Heritage Statements

We have previously made comments about the paucity of applicants' Heritage Statements and from previous correspondence we discern that you have often agreed with us. In this particular case, we again felt that any Heritage Statement as required by the NPPF was inadequate. We also felt that this proposal would require a Statement of Significance under Policy DP 5, but this was absent. We have, therefore, questioned whether there are any sanctions that can be taken for if these Statement are either poor or absent. Just by chance we happened to come across a decision notice for a development in a conservation area in a rural village in Lichfield District. One of the reasons for refusal read as, "The applicant has failed to supply a suitably detailed heritage statement. In the absence of which the Local Planning Authority are (sic) unable to accurately assess the impact of development on the historical significance of the Conservation Area and the surrounding Listed Buildings". If one Local Planning Authority is able to use this as a reason for refusal, we wonder if this is something that ESBC might find useful?

Slight misrepresentation

The Case Officer's report accurately summarized our comments when we stated that the sun room in and of itself was not unattractive, just that we felt it was inappropriate in this location. In the report (3rd para under the section of Impact on Heritage Assets) the Case Officer refers to the Parish Council as stating that, "... the building is unattractive". We just wanted to make the point that nowhere in our representation did we make this statement. We would, therefore, be grateful if you could correct your records accordingly.

Wall at back of No 10 and Shoulder of Mutton PH car park

Just as an aside, we have noticed that part of the wall on this boundary separating 10/12 Main Street, and the Shoulder of Mutton car park has been demolished. We assume that this is to facilitate access to the property whilst construction work is in progress and that this will eventually be made good. If it is a more permanent arrangement, then presumably it will constitute demolition in a conservation area?

BARTON UNDER NEEDWOOD PARISH COUNCIL

VEC MINUTES.

Monday 29th July 2024 @ 5pm.

Attended: Jeannette Taylor; Kevin McInerney; Lindy Young; Ed Sharkey.

For the RBL: Sue Van Daesdonk; Gerry Taylor; Rev'd Andy Simpson.

Planning for VE-Day May 4th, 2025.

Updated all on progress so far.

Remembrance Day Sunday November 10th 2024.

Siting of Road Signs, and positioning. Also how many required.

Monday November 12th: Schools will lay their poppy posies.

Christmas Tree.

The tree to be order in September by JT.

Tree to be delivered Saturday November 23rd @ 10am. Erected and decorated.

Tree Lights: These will be turned on by Father Christmas, Saturday November 30th at 6pm.

Offer of a Bench:

We have been offered a bench by the NMA, which we have kindly accepted.

JT to arrange collection. To liase with SVD.

Meeting ended @ 5.45pm.

Cllr J Taylor

A Meeting of **Barton-under-Needwood Parish Council Communications Committee** was held on Thursday 18th July 2024 at 7pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



Attendees: Councillors Sally Bedford (Chair of Committee), Ed Sharkey, Kevin McInerney and James Brookes,

Apologies: Councillor Charley Walker has now resigned as member of Parish Council.

1. **Apologies**

Siobhan Rumsby

2. **Village Survey next steps**

Discussion regarding the survey results recognised we need to separate our business as usual from new projects, but included we need to make more of the work of the PC on the web-sites as well use effective signposting for areas out of our control. We also acknowledged that capacity of current PC members is limited and we need to focus on delivering fewer things well, with a longer term programme of work for other areas. We also recognised we will need to encourage more willing and able volunteers to get some of the new projects off the ground.

As proposed by the Chair at the July PC meeting, we want to bring PC together in August to go through the ideas below and agree priorities for now and a plan of work for the future.

The following actions were agreed;

1. Share the document with police, schools, ES, SCC, Pharmacy & other interested parties.
2. MP- Invitation to meet the PC & research behind the scenes so we can appeal to his interests. Flag the mobile phone issues in the village as well as sewerage.
3. Police, Crime and Fire Commissioner - Invitation to meet the PC about the policing issues flagged in the survey.
4. Planning - A 'Noddy' guide to planning to go on web-site, as well bringing forward the Housing Needs Survey to bring us in line with other local Parishes and put us on the front foot for the expansion of housing being planned by the new government.
5. Electric Vehicle Chargers to be sited on Village Hall Car-park - Briefing to be shared on Web-site of all the work done to date.
6. Traffic issues including HGVs, speeding and parking issues outside schools at drop-off times / parking on Dunstall road by JTHS pupils - Briefing to be shared on Web-site directing complaints to SCC
7. End use of Newbold Quarry - Proposal for a Country Park - briefing on website and meet with key stakeholders.
8. Engagement with schools – A new Head at JTHS would provide the opportunity to re-set the relationship. We should share the survey results to acknowledge the lack of youth engagement which was skewing results. Can we work with JTHS to design something youth friendly? Is there a Youth Council, that we can link in with? Are there any one-off initiatives we can develop with them? The Country Park proposals would benefit from input from young people.
9. Flood issues -regular briefings on situation on web-site.
10. Pharmacy- work with Pharmacy to help them improve services to the village. KM wanted to pick this up and agreed to link in with Seamus Traynor.
11. Re-open work on web-site to include more regular briefings and utilise social media.
12. ES to draft 'Watch this space' notice to go out on Web-site in July about the work being doing on the survey.

3. **Signposting topic for the Web-site**

Parish Council Office, Village Hall, Crowberry Lane, Barton under Needwood, Burton upon Trent, DE13 8AF

Tel: 01283 716059

Email: clerk@bartonunderneedwood-pc.gov.uk Website: www.bartonunderneedwood-pc.gov.uk

1.To include topics flagged above as well as fly-tipping eg SCC for potholes & blocked gullies, Seven Trent for sewer problems, and provide details of community organisations and list of useful phone numbers.

4. Proposal for sharing Councillors' personal information on web-sites

1. We currently includes addresses and phone numbers in the list of Councillors' section. The Committee proposed we only include email addresses. SB to draft paper for August PC and action.
2. We accept we have to include addresses of Councillors on the Register of Interest form (unless individual Councillors are granted an exemption by the Monitoring Officer) but propose we redact signatures to avoid any identity theft.

The committee therefore proposes the following amendments for sharing councillors' details on the web-site;

- i) Councillors details should only include their email details in the relevant section. To reduce bot spam, this should be an open link to each Councillor's name.
- ii) The Register of Interest must include Councillors' addresses, however we propose signatures should be redacted to prevent any identity theft.

5. Feedback from Barton Live event at the Holland Park Sports Club on May 8th

1. The June PC meeting agreed we'd contact the Barton Live list to find out how the event worked for them if they attended and anything we could do better, as well as those who didn't attend to see what would encourage them to attend in future. SB to link in with Jeanette for contact details and action this.
2. We accepted it was a week night and that there was less notice than usual.

6. Next meeting

- 1.The next meeting will be held following the work shop with the wider PC members to take forward any further actions.

Electric vehicle charging points update

July 2023, A member of the Parish attended a PC Meeting and asked if the village considered placing public charging points anywhere in the village as they had no 'Off street' parking and were not able to charge their own vehicle at home.

ESBC, had planned to carry out a survey of spaces during November 2023 and Crowberry Lane Car Park was declared as a point of interest within the village. Funding was available via application under the Local Electric Vehicle initiative (LEVI)

Whilst there were points raised by members of BPC that these were not required due to Ev Charging points going into Barton Marina, It was felt as the current nearest charging point is over five miles away, it may support drawing in visitors into the village who own Ev's and this in turn would support the independent shops by providing customers, and also provide a service to locals, who would not mind leaving their vehicles locally rather than on a Public car park at the Marina.

In consultation with ESBC, it was agreed that a survey would be carried out as they had planned. Unfortunately, this never happened, and I was informed it may happen in 2024 / 2025 as funding was being used for other projects.

At this point, it was decided to investigate other means and other companies were contacted. They were as follows:

- [redacted, commercially sensitive information]

[redacted, commercially sensitive information] were national outlets, so demonstrating they had the infrastructure to support such a project. [redacted, commercially sensitive information]

There were others but these were the only companies that responses were received from. [redacted, commercially sensitive information], said we were too rural. . [redacted, commercially sensitive information] said they would supply three double charging points stating they were looking at costing circa £100,000 plus. . [redacted, commercially sensitive information] provided a plan where they install, maintain and take 85% of the income generated and the remainder went to the village, I went for this option as to support rising energy costs for BvH. Sadly, since March, . [redacted, commercially sensitive information] has not responded to either phone calls or emails. Therefore, I have to consider this avenue as closed.

Currently there is now an initial consultation with another local company based at . [redacted, commercially sensitive information]. Let's see how this goes, and I will keep you informed.

Barton Under Needwood Parish Council

Barton Under Needwood's "Village Greens"

Any historic village green Barton may have had is remembered now only in a road name but more recently land has become, in respect of the recreational rather than agricultural use, effectively a village green but lacks the protection long given to common land including village greens for centuries. A recent change in the law made it possible to register and thus protect new greens and Barton Parish Council need to make decisions on the three potential village greens that it owns, namely:

Collinson Park

Purchased by The Parish Council with money left over from the coronation celebrations and donations etc. in 1954.

Legal Protection, wording "For the purposes stated in The Physical Training and Recreation Act 1937" in the conveyance.

The Fishpond (and Holland Sports Club land)

Given to the village in 1962 by local farmer and benefactor.

Legal Protection, none apparent.

Ashtree Road Pocket Park

Planning consent was given to Mr. D. Knight to develop part of a plot of land by building houses, Needwood Park, with a condition that the section of the plot adjacent to Ashtree Road be set aside as public open space. He gave it to The Parish Council in 1999 as trustees to manage and maintain etc.

Management proved to be expensive, just minimal weed killing and tidying up costing several hundred pounds a year. There was never enough cash to properly landscape it.

Legal Protection, held in trust by The Parish Council for the perpetual use thereof by the public for exercise and recreation pursuant to The Open Spaces Act 1906.

In 2006, having made no headway in landscaping the area Barton Parish Council proposed that Mr. Knight be asked to purchase the land and build houses to a specification set by the council with restrictions on their further sale or development. Following public consultation the Council decided to drop the scheme. A source of funding was then identified and successful bids enabled the land to be landscaped. The "Pocket Park" was opened in 2007.

The Law on Common Land.

For centuries land on which people had rights to enter and use for purposes such as grazing livestock, cutting hay, collecting firewood etc. were a vital part of rural livelihood and recognised as such in national law as early as a statute of 1235 which limited the control landowners could exercise over lawful activity on their land which had an important common use. This land could be very large areas or the smaller village greens of an acre or two. As our society, particularly agriculture, developed the law also changed to move the emphasis from protecting obsolete subsistence rights to protecting recreational rights. By the mid 20th century it was believed no more common land would be created and legislation required all existing common

land to be registered to standardise the administration of such rights as remained. Applications were accepted or refused for registration and the register closed by 1970.

In about 2005 a plot of land in Oxford known as Trap Grounds was proposed for development. The land had the appearance of waste land unloved and unwanted for years. Nearby residents said it was and long had been well used as public open space with no effort at control by the land owner. Application was made for it to be registered in the now closed register. This threw up all sorts of legal problems with an action group commencing legal action to prevent the development by having the land declared "common" and their rights to use it for recreation protected which would effectively prevent any building on it. Various legal wrangles ensued and the government saw that closing the register 1970 had created anomaly as new parcels of land had effectively become common land, either by accident (Trap Grounds) or design and should be protected. The resulting Commons Act 2006 enabled new commons, town or village greens to be registered. For rural areas the registration authority is the county council.

Anyone may apply to register any land. If they are not the owner this may be a long and difficult process. For the owner to declare their own land as "common" is a fairly straightforward process for the registration authority, in our case Staffs. CC

The Situation in Barton

Barton PC duly resolved to apply for Collinson Park, Ashtree Pocket Park, and The Fishpond to be registered as village green common land to protect the rights of the public to enjoy them for ever without fear of predatory developers.

Applications were completed for Collinson Park in 2007 and Ashtree Road Pocket Park and The Fishpond in 2008.

Fate then intervened. The first application never quite moved far enough up the list to be decided by Staffs CC and second and third applications, for reasons not fully explained nor understood, did not achieve the status of "submitted" until 2011.

In the meantime, a registered common owned jointly by two Staffs. local authorities, encountered a problem when a member of the public exercised his right to undertake a lawful pursuit on the common and in doing so annoyed and/or endangered everyone else. It was then discovered that there was then no legal means to prevent him indulging his hobby. After much investigation and research the limitations of what the owner of a common could do, even for the benefit of the land and its intended uses and users, became clear. A means of managing the land was then discovered within legislation and a scheme of management is being prepared.

In response to Barton Parish Council's most recent chasing email on 5th September 2012, Michael Murphy, Legal Officer, of Staffs CC Legal Services Unit, The holder of the keys to the Commons Register, drew Barton PC's attention to the management problem that had arisen on this registered common and invited Barton PC to meet him and discuss its possible implication for the three proposed commons in Barton.

On Tuesday 18th September Cllr. Ian Gilbey met Mr. Murphy and the applications were discussed in some detail with reference to the situation which had recently arisen and how Barton may wish to avoid similar difficulties by considering the alternatives

to immediate registration. Mr. Murphy offered to come and address either the sub committee or the full council but Cllr. Gilbey believed that the first step should be for him to inform/remind the subcommittee of the background to the applications for registration and the alternative courses of action that may be pursued.

The status of common land, village or town green offers by far the best protection from threats to develop land in any way. It may be considered that development proposals on such land are more likely in 2012 than they were in 2005. The next best level of protection is a declaration committing to "perpetual use thereof by the public for the purpose of exercise and recreation pursuant to the provisions of the Open Spaces Act 1906" as specified in the conveyance of the Ashtree Road land though as we discovered this is not too difficult to overcome if the will and money are there.

Mr. Murphy has provided Barton PC with a copy of a current defra publication on the management and protection of registered town and village greens and a draft copy of the management scheme which is currently being developed for the village green where the problem has recently arisen. He estimates that drawing up a such a scheme would cost in the region of £850. Any bylaws made under the scheme would bring an additional cost which would vary depending on whether they would be "off the shelf" copies of some existing bylaws or more specifically written for Barton. In response to a brief outline of the nature and usage of three potential village greens Mr. Murphy thought that combined with a management scheme registration would be feasible for Collinson Park and Ashtree Pocket Park but doubted that the amount of management and control needed for the fishpond as compatible with village green status.

Decisions to be Made

Whilst Barton's applications are not expected to be before the relevant committee in the immediate future the PC need to decide soon on what course of action is to be pursued in the light of the recent development elsewhere in Staffordshire. There appears to be three options:

1 Allow all of the village green registration applications to go ahead in the expectation that the three areas of land would become registered village greens but would become difficult to manage or control.

2 Apply for all of the village green registration applications to be withdrawn. (This would not automatically be granted by the SCC committee who could decide to register some or all of them.)

3 Investigate drawing up a scheme of management for one or more of the areas for which registration is desired which would allow management and control of the areas much as is currently believed possible but in a manner which would allow the lands to be registered as village greens with a suitable management scheme already in place. Areas for which registration is not now desired would be subject to application for withdrawal from registration consideration. If this course of action was being pursued with SCC Legal Services Unit it may be expected that the applications for registration would not be decided upon until the management scheme was agreed.

As an added bonus for registration, the owner of common land is generally not liable for injury caused to persons on the land. As the owner has no power to stop anyone

being there, and no power even to prevent access to potentially dangerous parts, the owner cannot be held responsible for people slipping on mud or falling into the brook etc. Installed equipment is a different matter though.

The environment Secretary, Owen Patterson MP, speaking on BBC "Countryfile" on 11th November 2012, stated that the law on registering village and town greens was to be changed to prevent "vexatious" applications which he described as applications to register land made after it was proposed for development. From this it may be deduced that the current government want nothing to interfere with development and that land registered as village green is well protected from even government supported development.

Ian Gilbey
Parish Councillor
18th November 2012

Update, July 2024

On 11th April 2019, Cllr's. Gilbey, Taylor & Sharkey met with the Staffs C.C. department which is responsible for Town and Village Green registration.

We again stated that Barton Parish Council wished to withdraw the application for registration of the Fishpond and proceed with registration of Collinson Park and Ash Tree Road Pocket Park.

We were reminded that in order to be able to fully control activity on common land a management plan needs to be drawn up for each area. This is necessary so that the PC can make appropriate rules for activities.

This then needs to be agreed by ESBC as if any bylaws necessary they would have to make them under the management plan. The management plan would form the basis of a legal agreement between SCC and ESBC.

A copy of a recently accepted management plan for elsewhere in Staffordshire was provided to use as template for Collinson Park and Ash Tree Pocket park.

Management plans were drafted and all presented at meeting with Borough Cllr Bev Ashcroft on 6th November 2020. The then relevant ESBC officer Clayton de Beauville was spoken to on telephone by Cllr. Gilbey and all information was emailed to be read and digested then for face to face meeting with Barton Parish Councillors. It would be necessary to assure ESBC that BuN PC will bear all the costs involved and retain full responsibility for the areas with no new involvement from ESBC. Then the pandemic stopped all face to face meetings for a long time.

On 10th May 2022 when meetings were again possible attempts were made to contact Mr. de Beauville though he had left ESBC. Cllr. Ashcroft was again contacted and established that the person dealing was now Planning Manager N. Perry who was then provided with copies of the relevant documents on 11th May 2022..

Ian Gilbey

CORRESPONDENCE

GENERAL

1. Resident copy correspondence with ESBC Environmental Health reporting substantial litter on the grass verges and on Dogshead Lane DE13 8AN and the slip roads leading to the north bound and southbound A38 and Efflinch Lane DE13 8DF area adjoining Dogshead lane
2. Family history enquiry – *Clerk contacted local historian*
3. Letter of thanks Chairman RBL for collaboration on Commemorative Bench
4. Barton Family Festival – request for donation towards prizes
5. Resident complain re lack of dog waste bins at Barton Marina – *Clerk responded*
6. Resident concern re vehicle being worked on at Oak Road playing area – *Clerk responded*

SCC/HIGHWAYS

7. Details of Climate Action Fund *circulated*.
8. Legal – re Village Green application progress.
9. Cllr Jessel, copy correspondence to Diamond Buses in support of our request for the reinstatement of an Efflinch Lane bus stop

ESBC

10. Questionnaire received from cross-party Scrutiny (Climate Change and Environment) Committee
11. Notice of Parish Councillor Vacancy advertised – deadline 5 August.

STAFFORDSHIRE POLICE

12. C

SPCA/NALC/SLCC

13. Newsletters and training opportunities - *forwarded to all Cllrs;*
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Barton Parish Council - Action List

Minute Number	Action Points	Responsibility	Update
24/09.5	Cllr Sharkey to contact AI Estates Manager re FP17	ES	Done - to be discussed at meeting on 16/7/24
24/19	Gap Analysis SCC Data Protection Services	Policies WP	Policies working party to go through recommendations
24/19.3	Submit statement from Bailiffs regarding Fishpond Closure for spawning	Fishpond Committee	Bailiffs email circulated to all Cllrs
24/30.1	Multi-Parish meeting with PFCC and Chief Inspector	ES	To be arranged
24/30.2	Options for addressing sub-standard bollard installation near War Memorial	ES	Report on options and cost with proposal to be circulated
24/30.3 & 24/4/7	Queen's Copse - future maintenance	P&OS	Investigate costings from grounds maintenance contractor. BPC groundsman attended to tidy up as temporary measure. Future proposal to be made concerning transfer of ownership
24/31	Better Barton Live	Comms	Approach stallholders for their formal feedback on the May event
24/32.6	Allotments - response to draft Lease renewal	DL	Amendments to lease sent to SCC
24/33	Fishpond - Lifebuoy vandalism	JT	Obtain costings for newer style replacement
24/33	Accident prevention - footpath connecting Gilmour Lane and Potters Way	JT	Assessment Report from contractor circulated with recommendations
24/36.2	Debate re publication of Cllr contact details on website	Comms/HR	Proposal for consideration
24/41	S.19 published flood report	DL	Copy in resident enquirer
24/43	Strategy assessment	Comms/BPC	Workshop to be arranged
24/44.2	Contact Diamond Bus Company regarding Efflinch Lane stop	Clerk	Clerk contacted 26/7, follow up support by Cllr Jessel
24/44.3	Village Green Registration	IG	Brief circulated to full council
24/44.4	Burial Ground plaque increase supplier fees	BG	Supplier quotes to be discussed at next meeting
24/44.6	National Grid tree work	Clerk	More details, method statement, neighbour contact requested
24/48.3	Village events	Clerk	RCNs to be requested for Remembrance Parade and VE Day