

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	40.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.29		
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	2,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,420.00	16,000	-5,580
Fishpond	180.00	488.00	530.00	302.00	225.00	218.00	0.00	0.00	0.00	0.00	0.00	0.00	1,943.00	3,100	-1,157
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	2,425.63	218.00	0.00	0.00	0.00	0.00	0.00	0.00	107,476.46		

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	29.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.70		
Salaries	3,427.92	3,801.89	3,475.50	3,460.30	3,771.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,937.20		
Lengthsmen	206.00	257.40	206.00	205.80	257.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,132.60		
HMRC	1,314.12	934.79	1,068.56	883.88	884.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,085.63		
Nest Pensions	196.00	329.70	0.00	329.70	0.00	164.85	0.00	0.00	0.00	0.00	0.00	0.00	1,020.25		
Admin	1,019.94	2,587.48	1,205.00	957.93	319.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,089.93		
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	26.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.25	2,200.00	2,092.75
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	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.00		
P&OS	80.00	1,711.71	2,948.43	1,938.54	1,321.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,999.72	11,900.00	3,900.28
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	54.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	965.02		
Car Park	91.52	114.40	91.52	91.52	114.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	503.36		
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	317.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,206.06		
Total Spend	8,438.19	22,915.94	21,614.38	50,047.18	7,216.09	164.85	0.00	0.00	0.00	0.00	0.00	0.00	110,396.63		

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

02-Sep-24

Lloyds Business Account	£	1,835.15
Lloyds Commercial Instant Access Saver	£	31,513.00
Unity Trust Bank Instant Access Saver	£	40,001.00
National Savings	£	74,494.67

Total Bank Balances**£ 147,843.82**Add Credits not on Statement

218.00

£218.00 £ 148,061.82Less unrepresented payments:-**£0.00 £ 148,061.82****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* £ 107,476.46*Less Expenditure to date* £ 110,396.63

Total Cash and Investments as at -

£ 148,061.82**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		4,216.38		4,216.38 HR
Nest Pension Scheme		164.85		164.85 HR
HMRC		1,068.56		1,068.56 HR
Barton Village Hall	ad hoc meetings			0.00 Admin
JPS Landscaping	Grounds Maintenance August	1,372.25	228.71	1143.54 P&OS
Lloyds	Bank Charges			12.43 Admin
Starboard Systems	Scribe monthly subs	67.20	11.20	56.00 Admin
Royal Mail	Postage	7.00		7.00 Admin
BVH	Electricity car park	1,016.14		1,016.14 Car park
Starboard Systems	Scribe Apr-Aug set up	200.00		200.00 Admin
SSE	Electricity Pond pump	327.20	15.58	311.62 Fishpond
		8,196.52		

Notifications:

Fishpond electricity supply:

Previous rates



Electricity Supply Contract

Customer Name	Barton Under Needwood Parish Council				
Customer Address	Village Hall, Crowberry Lane, Barton Under Needwood, BURTON-ON-TRENT, Staffordshire, DE13 8AF				
Organisation Number					
Customer Account Number	880000093011				
Micro Business Status	MBC				
Sales Contact	Adam Matthew				
Contact Phone Number	0800 3894466				
Contact Email Address	smedirectsales@sse.com				
Start Date	19/08/2024				
Termination Date	31/08/2025				
Contract Period	12 Months 13 days				
Agreement ID	AGR1684186				
Quotation ID	QP00163525				
Quotation Date	19/08/2024				
Product Type	Protect	Payment Method	DD		
Energy Type	SSE GREEN	Payment Terms	14 days		
Tariff	Non Half Hourly day/night				
Site Address	Holland Park, Efflinch Lane, Barton Under Needwood, BURTON-ON-TRENT, Staffordshire, DE13 8DU	MPAN Prefix	830, N12		
		MPAN	1100011633301		
Annual Consumption kWh	461	Meter Type	NON AMR		
Contractual Term	475				
Consumption kWh					
Profile Class	04	Voltage Classification	Low Voltage		
Measurement Class	A				
Item	Value	Units	Quantity	Units	Forecast Cost
Standing Charge	88.328283	p/day	378	Days	£333.88
Day Units	25.85204	p/kWh	355.00	kWh	£91.77
Night Units	21.277584	p/kWh	120.00	kWh	£25.53
Direct Debit Discount	-0.5	p/kWh	475	kWh	£-2.38
Contract cost including Direct Debit discount (excl. VAT & CCL)					£448.80

Standing Charge 205.72 pence per day
Day Units 34.71781 p/kWh
Night Units 31.04853 p/kWh

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

BARTON-UNDER-NEEDWOOD PARISH COUNCIL

www.bartonunderneedwood-pc.gov.uk

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).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BARTON UNDER NEEDWOOD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 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
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

05/06/2024

and recorded as minute reference:

24/32-1.1.5 REFERENCE

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

Chair

Clerk

SIGNED

SIGNED

www.bartonunderneedwood-pc.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

BARTON UNDER NEEDWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	119,552	163,596	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	76,000	81,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	73,587	58,808	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	52,518	56,957	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	53,025	95,465	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	163,596	150,982	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	163,596	150,982	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.
9. Total fixed assets plus long term investments and assets	1,322,917	1,326,133	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

 REQUIRED

Date

05/06/2024

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

05/06/2024

as recorded in minute reference:

24/32-1.1.6

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

 REQUIRED

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

In respect of

Barton Under Needwood Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 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

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.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable.

3 External auditor certificate 2023/24

We 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:

Not applicable.

External Auditor Name

Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

14 August 2024

BARTON UNDER NEEDWOOD PARISH COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2024

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2024 has been concluded.</p> <p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b)___Siobhan Rumsby, RFO/Clerk Barton under Needwood Parish Council, Village Hall, Crowberry Lane, Barton under Needwood, DE13 8AF</p> <p>2. Copies will be provided to any local government elector on payment of £0.60p (c) for each copy of the Annual Return.</p> <p>Announcement made by: (d) Siobhan Rumsby RFO/Clerk Date of announcement: (e) 6 September 2024</p>	<p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert name and position of person placing the notice</p> <p>(e) Insert date of placing of the notice</p>

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. P/2024/00724 - Agricultural Building to the South of Needwood Rise Farm, Forest Road, Dunstall: Prior Approval for the conversion of an agricultural barn to form a dwelling

The proposal is to convert a single storey timber clad barn. The roof has a corrugated uninsulated metal roof supported on timber purlins and timber trusses. According to the Supporting Statement, it is currently used to store agricultural machinery and implements and forms part of a working farm. The property will have an internal floor area of 65m². It is set well back from the road and adjacent to an open sided Dutch Barn. There is an agricultural access to the property from off Forest Road.

We understand that under Class Q such a proposal needs to be assessed against, transport and highway impact, noise, contamination, flood risk, location and setting, design and the provision of natural light.

Against these criteria then we have the following concerns: -

(1) Transport and Highways

There is an existing agricultural access to the property from off Forest Road and closed by a gate. The barn is located effectively in the middle of a field. There may be a gravel base to the access drive, but from looking at google earth it is difficult to discern how far that stretches as it looks largely overgrown and, therefore, we assume little used other than for agricultural purposes.

There is no footpath on Forest Road at this point and so vehicular accessibility from the property would be straight onto the highway as there is only a small verge separating the hedgerow from the highway. Whilst it is accepted that Forest Road is not necessarily a busy road, because it is long and straight then traffic does tend to drive quite quickly. Vehicular traffic joining this road from private accesses will need clear sight lines over some distance. The speed limit is 50mph. That being the case we would have thought that the highway authority would require the hedgerow to be removed to facilitate an adequate visibility splay. This would disrupt the integrity of the, more or less continuous, hedgerow, as only a small gap exists at present. If the hedgerow is to be removed, then we would like to recommend that ESBC apply a condition to reinstate it behind the visibility splay.

Car parking provision appears to have been made for three cars and turning space looks limited. We, therefore, question whether for a barn of 65m² three parking spaces are actually required.

(2) Flooding Issues

It is proposed that surface water be removed from the development by discharge to a soak-away. It is also proposed that foul sewage be removed via some form of unspecified treatment tank with the liquid element being removed to a soak-away via the field drainage network.

The drainage extends outside of the red boundary line and consequently evidence should be provided that the applicant either owns all the land on which drainage will be placed or that the applicant has the consent of the owner.

No evidence has been provided that the strata is sufficiently permeable to make infiltration viable. If this is not possible then the proposal is likely to cause flooding and pollution.

Solid waste which will be contained and treated in the tank will generate sludge which will require removal. There is no evidence of provision being made for tanker access from the highway.

(3) Location and Setting

Our main concern with the proposal is the location of the barn in effectively the middle of an arable field. The Supporting Statement (para. 2.3) acknowledges that it forms part of a working farm. Google Earth photographs show that the field is cropped, and the Dutch Barn is still in use. We, therefore, question the viability of the location and the potential conflict between agricultural and residential uses in such a location. This same concern applies to the use of the access drive, which would presumably have to be graveled, or at least more readily defined to secure a safe vehicular access to the property.

Such work raises the whole issue of the consequent domestication of the countryside. A garden area is proposed and, therefore, it would not be possible to resist the normal domestic paraphernalia of a residential use. Due to this location in the middle of a field, this aspect of the barn conversion may look incongruous and we, therefore, question whether this is appropriate in these surroundings in the open countryside.

From the layout drawings it appears that the Dutch Barn will continue to be used. It is not clear how agricultural access to the Dutch Barn can continue to be maintained. Again, this just raises the practicality of having a working agricultural use cheek by jowl with a non-farm related dwelling.

Considering the above, we, therefore, feel that the location and siting of the building may make it impractical and undesirable under the terms of the Class Q criteria.

If, however, ESBC is mindful to approve the proposal we would like to recommend that every effort is taken to mitigate the residential use in the open countryside and minimize its impact. We would also recommend that a condition be applied which prevents its use as holiday accommodation.

(4) Design and External Appearance

Looking at the photographs of the external elevations and the roof trusses in the Structural Survey then the barn looks in a bit of a sorry state. We do, however, accept the expert's opinion that the barn is generally in good condition and is capable of conversion subject to a list of recommended actions.

One of the more interesting features of the wooden barn is the large, floor to ceiling doors in the southern elevation. We wonder whether it might be possible to incorporate this feature somehow, possibly by using a large frame window on this southern elevation, especially as it will overlook a garden area. We feel that this would be more preferable than just blocking it up with cladding. Maintaining this large opening we believe would not prejudice the objective of retaining its agricultural character.

The north elevation of the barn is characterized by four uniform sized windows. On the proposed drawings the two in the middle are due to be replaced by smaller and more rectangular windows which lacks some symmetry. We therefore wonder whether these original windows could be retained so keeping the barn's original character.

Conclusion

We have set out our concerns in relation to the Class Q criteria. As a result, we believe that these concerns are sufficiently significant to justify an objection to the proposal.

2. Re-consultation Planning application No. [**SCC/22/0068/FULL-ES**](#) - Proposed northern extension to Newbold Quarry for winning and working of sand and gravel with restoration to water based recreation and nature conservation using imported inert material with the continued use of existing access, site offices, processing plant, silt lagoons and ancillary infrastructure - Newbold Quarry, Lichfield Road, Barton Under Needwood. Further information supplied.
- no objections

3. P/2024/00776 - 60 and 60A Main Street: Sub-division of the upper floor to form 2 separate residential units including new and replacement windows, replacement steps and landing area to rear elevation, rooflights on east and west elevation, new opening to provide vehicular covered way and formation of one additional retail / commercial unit

60 and 60A fronting Main Street consist of Spaldings bookshop and the Post Office. At present the ground floor is taken up by the bookshop itself on the frontage with two storage areas immediately behind. Access to the most northerly of these, as well as being through the shop, is also through a side door from off a gated access from off Crowberry Lane. This gate also provides access to a parking space and a covered car port. There is another rectangular shaped storage area slightly divorced from the shop and located behind the VinX wine bar. Access to this storage area is through a courtyard area behind the post office. There is also a kitchen area behind the bookshop office. The ground floor of the post office is less complicated consisting of the retail area and immediately to the rear a half width storage area.

The proposal for the ground floor area envisages the creation of a retail/commercial unit in the storage area behind the bookshop which is at right angles to the gated access from Crowberry Lane. The proposal looks as though it will use the existing doorway into the unit. Here also the rear wall of the car port is to be demolished to provide vehicular access to this courtyard area for parking.

The upper floor consists of a two-bed apartment, storage and office areas. This planning application proposes the conversion into two, two bed residential units.

The property is located in the heart of the retail area within the village and also the conservation area.

The Parish Council welcomes this application in principle, primary because of the provision of a new retail/commercial unit. We believe that this demonstrates faith in the business community of the village and also helps to promote the role of Barton as a Rural Centre under the terms of Policies S 20 and 21. The Parish Council has previously been critical of the local planning authority for allowing the conversion of existing retail and commercial businesses to residential use which we believe dilutes the role of a Rural Centre intended to offer a basic level of shopping facilities for the village and the surrounding area. So this additional retail unit is to be welcomed as extending the commercial offer of the village.

Having expressed support for the proposal in principle however, we do have a number of concerns when we look at the proposal against other local plan policies.

The proposal lies within the conservation area and, therefore, in accordance with the National Planning Policy Framework a Heritage Statement is required. This Statement is meant to describe the significance of any heritage assets affected including any contribution made to their setting. The applicants have provided a Design, Access and Heritage Statement but it does not meet this brief. It merely states that the site lies within the Conservation Area and that they feel that their proposal meets with all relevant national and local planning policies. The main thing missing is that it doesn't say how it conforms with these policies, so we believe that the Statement is inadequate.

Local Plan heritage policies are concerned with ensuring that development proposals protect, conserve and enhance heritage assets. It is not immediately obvious how these proposals enhance the conservation area. Bearing in mind that the application largely uses the existing buildings then they certainly do no harm and maintain the fabric of the conservation area. Proposed elevational drawings do not make that many external changes and what changes there are appear to have been achieved with some sensitivity.

Policy SP 24 dealing with high quality design requires all development to make a positive contribution. Again, it is not entirely clear how a positive contribution is being made, but once again we can say that the proposals appear to do no harm.

By knocking through the far end wall of the covered car port to provide access to an inner courtyard some off-street parking is provided. It is not absolutely clear, but this may provide parking for two cars, although it looks like maneuvering these vehicles might not be easy. Because of this, it might not be possible to egress Crowberry Lane in a forward-facing fashion. The problem as far as we can discern is that the existing parking space and the car port space may have been lost in order to achieve this. There is, therefore, no new net additional parking provision for the additional residential unit. The retail unit uses a storage area within the existing shop and, therefore, there is no new additional retail space as such created by the proposal. We question whether the off-street parking provision is adequate to meet ESBC parking standards.

The applicant's statement indicates that any increased demand for parking can be met within the public car park off Crowberry Lane. This is indeed a public car park which is owned and managed by the Village Hall Committee and there is a four-hour limit for parking for any individual car. Any long-time daily use or overnight parking might, therefore, infringe this stipulation without some form of agreement.

We are also concerned that on the eastern side of Crowberry Lane there is a loading and unloading bay. This is located just south of the existing gated access into the development. The bay is abused on the regular basis by unauthorized users. Intensification of the development both in terms of customers to the retail unit and potentially any visitors to the residences may exacerbate this abuse and certainly lead to more congestion for visitors to the car park. If ESBC is mindful to approve this application, then we would recommend that they liaise with the Highway Authority to ensure compliance, and any necessary enforcement is put in place, so as to avoid any increase in congestion as a result of the proposal. No doubt the separate retail unit will use this bay for its rightful use.

We certainly welcome this proposal as it helps to meet Policies SP 20 and 21 regarding the village's role as a rural centre. We do have concerns, however, as to how it meets the heritage policies and how it addresses the parking issues. We are, therefore, reluctant at this stage to suggest that the benefit of the additional commercial use outweighs these more practical issues.

4. P/2024/00818 - Barton Turns Marina Ltd, Barton Marina Barton Turn: Application under section 73 to vary condition 2 (plans) attached to planning permission P/2022/01472 for the erection of detached building to form 17 motel units (Use Class C1)

Planning permission was granted for this 17-room motel in April 2023 under planning application P/2022/01472. What is now proposed is an amendment to the approved design to remove a series of gables. This will have the effect of altering the roof line on the rear elevation. It also proposes replacing balconies from some units on the front elevation and replacing them with juliet balconies.

We had always understood that the main design theme of the Barton Marina complex was a faux industrial wharf-side style, in order to reflect a canal side architecture. This style has been diluted to some extent by the residential development and also by this proposed motel scheme which to our minds is more akin to a south coast pastel chalet style.

Notwithstanding our design reservations, we are even more concerned that these changes now reflect a dilution in quality. Whilst the significant changes are to the removal of the gables on the rear elevation, these changes will be very visible both from the parking area and the rear service road. To our minds this will constitute a decline in the quality of the design and, as a consequence, will have a knock-on effect in terms of how the whole marina complex is perceived. The loss of the balconies is also one of those small but significant details which demonstrates a decline in quality – for example, you generally pay more for a hotel room with a balcony, if only because it provides additional space and a more comfortable view. This will be noticeable not just from the footpath running along the front of the motel but also from the whole waterside itself, bearing in mind its prominent location.

There appears to be little or no information as to why the changes are required. All the planning application form states is that they are to ease the construction process. It is not at clear what this means, unless it is a euphemism for reducing costs. Whilst we feel that the overall design philosophy had been diluted, we still appreciate that the marina development is of a high quality. We would, therefore, wish to object to the proposal under Policy SP 24 as we feel that high quality design would not be achieved as the proposed changes would not make a positive contribution to the area.

New tourism developments are also subject to Policy SP 15. Here the policy generally encourages tourism development which support the local economy. But here again the importance of design is recognized in the policy which wants to champion exemplar design. The gables on the rear elevation were to our minds a significant feature and as such we believe that their removal represents a change from something a bit different to something far more ordinary and as a result has a knock-on effect on the perception of design quality for the marina as a whole. We just cannot, therefore, believe that the changes represent 'exemplar design' as required by the policy and we object accordingly.

5. P/2024/00760 - 91 Main Street: Erection of a part first floor part two storey side extension, part single storey and two storey rear extension with Juliet balcony, storm porch, alterations to the roof on the rear and dormers to the front elevation

We are disappointed to see yet another proposal to degrade this run of 1950's detached dwellings on the approach to the village from the west. The applicant's heritage statement makes no mention of this and is rather lacking in detail.

We cannot understand how the proposal makes a positive contribution to the area in which it is located. It is just like the other remodeled properties along Main Street. It may do no harm in and of itself, but this does not mean it makes a positive contribution to the locality, which is the key aspect of Policy SP24. And this is important because the policy indicates that it must make a positive contribution for it to achieve high quality design.

Whilst much of the front elevation is to be in matching brick the most prominent addition, the large gable, is to be rendered blockwork which will make it really stand out from the original building. This also brings into question the requirement for high quality design.

One criterion of Policy SP 24 is that applicants must specify how they have met the criteria of Policy SP 24 and this the Heritage Statement fails to do so. We, therefore, believe the proposal is contrary to Policy SP 24 and Policy DP 1, and we object accordingly.

There is no information on how what is proposed will have a positive impact on the conservation area. As a result, we, therefore, must conclude that there is no evidence to indicate that the proposal meets Policy SP 25 or indeed Policy DP 5 and we object accordingly.

We have no doubt that in view of earlier approvals along this road ESBC will be mindful to permit this proposal as well. We would just like to urge the Borough Council to satisfy themselves that the need to make a positive contribution to the area has been met and can be justified, and hopefully explained, in the Case Officer's report, and that the conservation area can be protected, conserved and enhanced by this proposal. It would also be helpful if ESBC also explained how this proposal met the requirement for high quality design.

6. P/2024/00313 - 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

7. P/2024/00817 - The Waterfront Public House, Barton Marina: Demolition of existing orangery, provision of new orangery with extension to balcony above

Planning permission was granted for a similar proposal under P/2023/00186. The approved scheme envisaged an open to the elements, pergola type area, albeit with a retractable canopy, situated above a refashioned orangery. This new proposal, however, sees the upper floor balcony area fully glazed leaving a covered canopy for a small part of the frontage balcony. Whilst the Design and Access Statement describes the proposals, no explanation is provided for the changes, other than providing a more weather-proof solution, or the design philosophy.

The overall design style of the Barton Marina is what you might call faux wharf-side, in order to reflect its canal side location. The Waterfront public house is very reflective of this style with industrial style gables, brick and tile materials and a central tower providing an appropriate feature. The existing ground floor and fully glazed orangery provides a simple addition to the water frontage elevation and does not detract from this wharf side style architecture.

We objected to the approved scheme as we felt it was too contemporary and it felt slightly alien to the Barton Marina style. We also felt that the framework was too bulky, and the central tower feature would be obscured. The Case Officer's report addressed this latter issue by saying that it would still be visible through the retractable canopy structure. We now raise this particular concern again as from our sight of the proposed front elevation we are presented with a fully glazed frontage at both ground and first floor level. The result is that only the top-most part of this central tower is now visible. Whereas previously it was an interesting design feature of the Waterfront building, now, as it is fully obscured, it loses its design purpose. As a consequence, we feel that the amount of glazing detracts from the style of the building. The front elevation now presents two substantial front gables with a vast expanse of contemporary glass in between on both levels. The wharf-side feel has not only been diluted but lost in the process.

In the light of this analysis, we object to the proposal as being contrary to Policy SP 24 as we believe it does not make a positive contribution to the building or to the area and as a result does not achieve high quality design. We also feel that it does not meet the criteria of Policy SP 15 which seeks to encourage tourism development by promoting exemplar design. In the absence of any design justification, we also object under this policy as we just cannot see how a dilution of the wharf-side style provides exemplar design.

8. P/2024/00829 - 71 Wales Lane: Listed Building Consent to raise party wall with brickwork finish to No 69 Wales Lane
9. P/2024/00823 - Oakfield Cottage, Bar Lane: Erection of a detached building to form gym, study, tv & shower room
10. P/2024/00824 - 30 Mill Lane: Demolition of single storey side extension and conservatory to facilitate the erection of a two storey side extension, erection of single storey front and rear extensions and demolition of existing detached garage to facilitate the erection of a single storey detached outbuilding - *no objections*
11. P/2024/00720 - 15A Holland Park: Conversion of attached garage to form additional living accommodation, first floor side extension, part two storey part first floor front extension and installation of cladding on all elevations and render to the front & side elevation- *no objections*
12. P/2024/00752 - 71 Wales Lane : Conversion and external alterations of existing integral garage for use as additional living accommodation, erection of a single storey rear extension and first floor rear extension
13. P/2024/00861 - 2 Manor Court: Partial garage change of use and additional rear/side openings

14. P/2023/00304 - 424 Lichfield Road: Formation of replacement access (amended information received)
15. P/2024/00896 - Croftside, Bell Lane: Removal of two Chestnut Trees
16. P/2024/00893 -46 Efflinch Lane: Conversion and single storey extension of outbuilding into an office/ guest suite with storage, landscaping scheme and new brick wall at rear

ESBC Decisions – Permissions Granted

17. P/2024/00557 - 10-12, Main Street: Retrospective Planning application for the rendering of existing elevations
18. P/2024/00560 - 10-12, Main Street: Retrospective Listed Building consent for the rendering of existing elevations
19. P/2024/00834 - Silverhill Court, Barton Gate: Discharge of condition number 5 of planning permission P/2023/01158 relating to conversion and extensions to existing outbuilding to form an annexe including demolition of existing buildings

ESBC Decisions - Refused
None received.

Correspondence

Sent to ESBC, N. Perry 16/8/24

Revised and Updated Planning Application

SCC/22/0068/FULL-ES Proposed northern extension to Newbold Quarry for sand and gravel working with restoration to water based recreation and nature conservation.

The Parish Council responded in 2022 to the earlier version of this planning application for further working at Newbold Quarry. We have now been consulted on an amended and updated version. This application now includes a revised restoration plan and includes responses to issues raised from the first round of consultation. As a Parish Council, we feel that the applicants have gone some way to addressing our concerns, but there is still a strong preference for a water-based solution.

We had no objection in principle to the previous proposal as it was included within the Minerals Local Plan, but we did express our concerns about its proposed after use. We felt that there was no evidence or justification to support this easy and short-term water-based solution. We favoured a more balanced range of after uses, especially in relation to the site's location in the National Forest and the Borough Council's aim of promoting Burton as its capital.

You will recall that we have been trying to promote this diversity of uses through the need for a wider strategy for this part of the Trent Valley for some time. Indeed, we made representations to this effect to the Local Plan accordingly. This reminded us that para 4.18 of the Local Plan supporting Policy DP 10 to a large extent reflected our concerns,

“The Borough Council working with partner organisations such as the Central Rivers Initiative and neighbouring authorities will investigate opportunities for a joined-up approach to the Trent Valley area in order to balance the objectives of increased public access to river areas, recreation and leisure with landscape restoration and change, wildlife interests and mineral workings”.

If there has been progress on joint working, we had wondered if some form of consensus about proposed after uses for this part of the Trent Valley had been reached. If indeed it has then this might provide a useful input into the determination of this planning application.

The submission of the previous and the current applications prompted us to try and find out what progress has been made about investigating opportunities for such a joined-up approach. We are not aware of any progress, but we have assumed that work may have been quietly taking place in the background, bearing in mind its Local Plan credentials, and its adoption some nine years ago.

We would once again be grateful to receive an update of any progress that has been made for joint working with the appropriate authorities especially with regard to any issues which might have a bearing on the current proposal.

You will be aware that we sent a similar request to you in 2022 at the time of the original planning application but unfortunately received no reply.

Thank you for your help.

Letter to N. Perry 16/8/24 – reminder of invitation to attend Planning Meeting

Minutes of Parks & Open Spaces Committee Meeting, 3 September 2024

Small Meeting Room, Barton Village Hall

Members Present: -

Cllr J Taylor (Chair); Cllr E Sharkey; Cllr S Bedford; Cllr I Gilbey; Cllr L Young

In attendance: S Rumsby (Clerk) (Minutes)

Apologies: - None

1. P&OS Grounds Maintenance contractor – no price had been received for the Queen's Copse. If the land was acquired from ESBC, Cllr Sharkey recommended it was included in our general grounds maintenance contract. Maintenance would include strimming the central area and mowing edges, x 7 visits per year. Existing trees would need to be considered in case of any existing or future liabilities. Risk was felt to be low due to type of tree and soil. If we don't acquire the land, the Borough will mow but wild flowers will not be kept. Our contractor or groundsman could still be asked to do one off cut in any event.
2. RBL Bench – Cllr Taylor advised that the school had asked for the painted bench to be moved this week. Bench to be fixed into a concrete pad rather than post-crete. Groundsman to install.
3. Land Drainage – Quotes received had been circulated and examined. The level of discount offered was disappointing in relation to the quantity of materials on offer from the quarries.
Budget figures were discussed including the virement of reserves allocated to other P&OS items.
The current drainage situation makes grass cutting difficult.
A last cut would not be done if the work is scheduled.
Cllrs agreed both areas should be done per Schedule A and B. The sections would be closed for approximately 2 weeks. Cllr Lord had offered to project manage due to his experience in this type of commission.
Following consideration of both quotes - Tender 2 was agreed to be appointed - All agreed.

Other Priorities - Football posts, top bar needs replacement.
Soft close gates to Toddler Park need installing.

Future spend **2025/26**:

Park signs need attention.

Benches and picnic table in Collinson and Pocket Park. £400-500 per bench was estimated for timber benches. Other materials were mentioned, eg concrete base and wooden slats. Funding sources to be explored.

4pm The meeting was joined by additional members of the Finance committee Cllrs S Naylor; D Lord to review the budget for the land drainage works.

Cllr Taylor advised of Parks & Open Spaces members' decision to recommend appointment of Tender 2 and to accept Cllr Lord's offer of project management. Both areas A & B to be done.

Cllr Lord advised land drainage tends to work for between 15 and 20 years, he suggested putting in some access points to flush water through to improve longevity of the drainage.

A site meeting with the appointed contractor and Cllr Lord to be arranged following ratification of the decision from full PC.

Finance figures:

Project to be funded from reserves:

15000 Land Drainage already allocated

5250 Collinson Park Entrance – vire to Land Drainage project

3300 Ash Tree Road benches - vire to Land Drainage project

6102 Parks benches – vire to Land Drainage project

29652 TOTAL

With projected spend accounted for, the day-to-day budget for P&OS was expected to hold some £2.5k surplus by the end of the year and this could be put back into reserved items for P&OS.

Finance committee unanimously agreed – to proceed with the land drainage project in both areas, appointment of Tender 2, funded from the original Land Drainage reserve and topped up with vired funds from Collinson Park entrance and benches funds as required.

Cllr Lord asked for clarification on quarry material – their kind offer of materials will be taken up. Contractor to collect materials. Meterage rates and level of discount clarified.

Action following full PC ratification:

Write to Tenderer 1, thank you but unsuccessful on this occasion.

Write to Tenderer 2, accept tender and arrange preliminary site meeting at their earliest convenience with Cllr Lord in attendance as appointed project manager. Cllr Lord confirmed his availability to attend.

Cllr Taylor declared an interest as the contractor appointed was due to undertake private works at her property; her vote was discounted from the tallies.

Full Council are asked to consider this report and accept the proposals recommended therein.

The Status of Fishpond Infrastructure

September 2023

This document aims to examine the status of the Fishpond and be used as a starting point regarding its direction in terms of infrastructure replacement and update/alteration.

The document is broken into two sections: Maintenance and Infrastructure. Maintenance issues are generally lower level and are likely to need dealing with irrespective of the direction for the Pond. Infrastructure contains physical asset issues which are generally more substantial, or which may be subject to wider thinking concerning the vision for the Pond.

Some themes which were present in the Green Spaces Survey were regarding more wildlife habitat and increased seating¹. As such, it may be that these themes should be considered and where possible incorporated into any wider plan for the Pond. However, this document is just a starting point regarding where we are, rather than a comprehensive plan for the future.

¹It should be noted however, that 'more wildlife habitat, seating' was included in the question about changes for the area. If you include examples in the question, you may be more likely to get them back in the answers.

Maintenance

There's a hole in the mud on the bank between Efflinch Lane and the Pond, near the black bin. This could do with being filled in.



There's a number of Aggregate bags and rubbish by the shed (e.g. old benches/planks etc). These have been there for some time and could do with being removed.



There are some holes between the surface and the sleeper on Peg 22. Is it practical to have this filled in without wider peg changes?



There are some gaps in the hedge planting between the footpath and Gilmour Lane, however these could be maintained so that they were clearer and tidier.



There's a dead tree between Gilmour Lane and the Pond. This should be removed and either replaced or not.



It's also not clear what the partial gap in the hedge is for. Is this for tree maintenance or something else? Perhaps this could be reviewed.



There are some dead/dying trees in the section between the Pond and HSC which was redone a few years ago, where the poplar trees were taken out. These should be removed and potentially replaced (either with the same or something else, subject to review).



Infrastructure

The lifebuoy itself and the stand between Gilmour Lane and the Pond is dirty. How old the stand is and what its expected life is should be reviewed. It could also do with a review of what level of instructions/contact details should be provided on such things.

The signage on the other side could do with cleaning. However, this could also do with being reviewed regarding whether it's still up to date and what the lifecycle of such signage is.



The Noticeboard between Gilmour Lane and the Pond has been missing for some time. Is it going to be replaced or should something else go there? This may need to be thought about (i.e. where could wildlife information go). However, it should either be updated, replaced or the leg from it should be removed.



There is a bench between Gilmour Lane and the Pond which has one replacement plank, presumably done some time ago and is at a different level to the others. Given its location, should a bench be desired here, the design is likely to be consistent with the existing one.



The planks on top of the concrete base for the bench between HSC and the Pond are old. Given the concrete base, it may be easiest to replace the planks as was done with the bench between Potters Way and the stream. For consistency, the same materials/finish as the one between Potters Way and the Stream may be advisable.



The bench between Efflinch Lane and the Pond (nearer the Gilmour end of the bank) is old and is being somewhat overgrown by the tree behind it. One thought is whether a backed bench would be better here, however it may depend on whether the same location is used and what's done behind it.



The bank between the Shed and Gilmour Lane has lots of nettles and trees overgrowing etc. There are also old branches/tree stumps bit in here. One thought is whether this is good from a wildlife habitat perspective or whether it could be done differently with this in mind. To this end, consulting an appropriate individual or organisation may be helpful – one thought was Burton Conservation Volunteers.



The tree at the top of this section is also dead, but it may be worth reviewing the direction for this area prior to deciding whether to replace it.



This is the space where the bench was removed from. My understanding was that the new RBL bench is being accepted and may go here. However, as it's in the middle of the grass, it may not be the best location for a backed bench. It may be worth reviewing the bench location and whether a backed bench may be better against backed against the hedge near here. Another thought for around here may be an information board about wildlife.



The picnic table/benches are old. The one in the corner gets shaded by the hedge next to it. It would be worth reviewing how these are used and whether the current configuration is desired or whether something else could go here, such as an information board and different seating.



There are a few issues with Duck Island: It is not in the middle of the pond, moves rather than being static, seems like it's not floating as well as was intended and is very overgrown. It needs repair or replacement. This may be the sort of thing the Burton Conservation Volunteers can help with.



Minutes of **Barton under Needwood Parish Council Allotments Committee** Meeting which was held on Wednesday 21st August 2024 at 7:00pm, Small Meeting Room, Barton Village Hall, Crowberry Lane, Barton under Needwood.



Present:- Councillors Derek Lord (Committee Chair), James Brookes, Ed Sharkey and Graham Hughes (Lettings Officer).

Apologies:- Councillor Chris Allcock

- Councillor Lord welcomed members to the meeting.

Position of the Allotments

- Graham gave the Committee an appraisal of the current status of lettings/the waiting list at the Allotments. There are 4.5 vacant plots and everyone on the waiting list has been offered a plot, but some prospective plotholders are unable to take up the offer at this time.
- Councillor Lord mentioned that some vacant plots may need strimming/tidying in order to make them ready for potential plotholders, and suggested we ask the PC's groundsman to do this. **Action: Graham to confirm which specific plots need strimming with the Clerk.**
- There was brief discussion of the G1 boundary hedge removed in error. Councillor Lord confirmed that the plotholder plans to replace a section at the appropriate season.
- There was discussion of alleged theft of produce and dog fouling at the Allotments. Councillor Lord had circulated a draft letter for approval to go out to plotholders. Subject to some amendments, it was agreed this could be sent. Councillor Sharkey suggested we also send letters to houses on Efflinch Lane which back onto the Allotments, to make sure residents are aware of the concerns regarding dog fouling. **Action: Councillor Lord to make wording changes to the proposed plotholder letter, draft a letter to relevant houses and liaise with the Clerk to send both letters out.**

Power Line Access

- There was discussion of a power company wanting access to the Allotments to cut back some trees near the power lines.
- Councillor Lord advised he had asked the Clerk to write back to them and ask for full details of how they intend to access the trees and how the work will be done. Also asked that they make nearby Hardy Close residents aware of the plan.
- We had not heard back from the power company, so the view is that they have not been given permission. We will consider giving permission if/when we have their response.

Access Road

- Whilst Councillor Lord had not got around to adding telltale pins, he had inspected and could see no further signs of deterioration in the access road; Graham was minded to concur with this view, based on his own observations.
- Therefore, the view was that we should continue to monitor for the time being.

Noticeboard

- Members had previously been advised of potential Noticeboard costs by Councillor Allcock via email; some of which were circa or in excess of £1000. This seemed somewhat high for a noticeboard, in reference to the extant Allotments budget.
- Whilst Councillor Allcock had kindly offered to make a noticeboard, Graham had identified one available online for £450 + Postage & VAT. Members were therefore minded to look further online and attempt to procure one for circa £500 or less.

- There was some discussion of whether the Committee would need to put this in a paper to the full PC – Councillor Sharkey’s view was that the Allotments Committee is at liberty to decide in this matter and action. It may of course advise the PC of this, once it has done so.
Action: Committee members to find example noticeboards online and circulate adverts, so the Committee can decide on which Noticeboard it prefers and procure one. The Committee will liaise with the Clerk to ask the PC’s Groundsman to install it.

Allotments Lease Contract

- A response to the Allotments renewal contract had been sent to Staffordshire County Council, to ask for modification of some clauses. In particular the Council are requested to invoice in advance for rents and only one annual payment to be made.
- Councillor Brookes queried what would happen if we do not sign a new lease by the renewal date; the view was that we are awaiting County’s response to our request for clause modification and the matter is therefore with County.

Terms of Reference (ToR)

- Councillor Lord had drafted an amendment to the Allotments Committee ToR – this would provide the Committee with delegated authority to issue warning notices, but the right to issue termination notices would still require PC approval.
- There was some discussion about the wording on frequency of meetings (suggested to say 4 times a year and additionally as necessary). Subject to this modification, **all were in favour of the proposed ToR updates. Action: Councillor Lord to liaise with the Clerk to update the ToR as agreed, and put it into the meeting pack ahead of the next main PC meeting.**

Budget

- There was discussion of the budget – the main difference from the planned budget was that County had pushed back the rent increase until next March, rather than from September.
- This means that despite not having full occupancy, finances were actually better than originally anticipated.

Any Further Reports

- Councillor Lord reported that Councillor Allcock had looked at the wording regarding bonfires and had suggested we keep the extant wording.
- Graham had been asking plotholders about email address contact details. There were roughly 20 plotholders for whom we didn’t have email addresses to begin with and Graham has since spoken to 17 of those. Whilst some plotholders do not have email, we have managed to get more email addresses to help with communication.
- Graham is planning to do a site review at the end of September to check on the status of plots and will brief the Committee on findings. **Action: Graham to do a site review in late September and brief the Committee on findings.**

Minutes/Next Meeting

- **Action: Councillor Brookes to draft the Minutes and circulate.**
- The next meeting was organised for Wednesday 23rd October at 7pm in the Small Meeting Room at the Village Hall.

Meeting closed at 8.13pm.

CORRESPONDENCE

GENERAL

1. Resident copy correspondence with ESBC regarding litter issues at Oak Road Play area
2. Thanks from Barton Family Festival for Parish Council donation
3. Residents reports re tripod swing issue at Collinson Park
4. 2 x letters of application for Councillor vacancy (1 withdrew)
5. Resident request for update on Barton Brook – *Chairman replied.*
6. Resident request for advice re housing via Cllr Bedford – *Cllr Bedford responded*

SCC/HIGHWAYS

7. Details of Branston Railway Bridge emergency traffic restrictions, circulated
8. Date of Forum 2/10/24 7pm, Zoom
9. List of planned Highway Repairs

ESBC

10. Monitoring Officer – relating to resident request for access during road closure for Teddy Festival – *Clerk and Teddy Festival representatives responded*
11. Resident report of dead badger on Upper Main St – *Clerk reported ESBC*

SPCA/NALC/SLCC

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

Barton Parish Council - Action List

Minute Number	Action Points	Responsibility	Update
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	Parish Forum to be held in Barton with PFCC and Chief Inspector	ES	To be arranged, copy in with Survey comments
24/30.2	Options for addressing sub-standard bollard installation near War Memorial	P&OS	Report on options and cost with proposal to be circulated
24/30.3; 24/4/7 24/55.3	Queen's Copse - future maintenance	P&OS	Investigate costings from grounds maintenance contractor. BPC groundsman attendance 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
24/33	Accident prevention - footpath connecting Gilmour Lane and Potters Way	Fishpond Committee	Assessment Report from contractor circulated with recommendations. Cracks to be filled in and BPC groundsman to be asked for time estimate
24/41	S.19 published flood report	DL	Copy in resident enquirer when available
24/43	Strategy assessment	Comms/BPC	Workshop to be arranged
24/44.2	Diamond Bus Company regarding reinstatement of Efflinch Lane stop	Clerk	Clerk contacted 26/7, follow up support by Cllr Jessel - no response
24/44.3	Village Green Registration	IG	Chase ESBC - Naomi Perry
24/44.4 & 24/55.4	Burial Ground plaque increase supplier fees; request to allow beech hedge height to grow	BG	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 requested for Remembrance Parade and VE Day
24/55.1	General BPC Risk Assessment	All	Amendments to be brought to next meeting
24/55.2	Planning approval query rear of 10-12 Main St property	Planning	Chase ESBC - Naomi Perry on this and other outstanding queries. Complain to Chief Exec if no meeting by end October
24/55.7	Invite Parade leader to received Certificate of Recognition	Clerk	for October meeting
24/55.8	Who does what guide to be worked on	Comms	

Flood Report

Following review and confirmation of land ownership the formal EA/BuN Flood Warning Service agreement is now ready for signing. Councillors are requested to approve the signing.

This agreement commits the PC to leading in the procurement and installation of the flow monitoring equipment and funding of its maintenance and operation over the next five years at an estimated £500 per year. The £12,000 estimated cost is reimbursable from the EA under the agreement.

Agreement has been obtained from the owner of 28 Park Road and ESBC, who own the land on each side of the centreline of the Barton Brook, to the gauge installation. Interestingly the owner of 28 Park Road states that he has never seen the box culvert crossing of Park Lane fully submerged.

BPC will procure the flow monitoring equipment as soon as the agreement is signed.

We now have a confirmed date of 2 October 2024 for the deferred Needwood Division meeting. Julia Jessell advises that Severn Trent Water are due to attend. This will give the opportunity to take up public sewerage flooding issues and seek action from STW.

Following a joint meeting of representatives of Holland Sports Club and Barton Marina with the EA and PC on 16 May, HSC are looking to construct works to capture floodwater which overflows the brook and direct it to the Marina lakes. This is intended to protect the tennis courts and rugby pitches from regular flooding. A topographic survey is to be undertaken on 18 September which will enable design to progress. The EA is providing advice on flood levels and I have agreed to undertake the design on a personal basis.

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. The PC is lobbying for action to get the attenuation basins on the Barton Brook and Full brook, within the St Modwen site cleansed. The EA has agreed to the sending of a joint SCC/EA letter to St Modwens to push for action.

Following the latest submission of Walton Bypass plans for planning approval by ESBC, it can be confirmed that no flows from the bypass will discharge into Barton Brook and that parts of Station Lane which currently drain to the brook will be diverted to the new highway drainage. The developer has demonstrated to the satisfaction of the EA that the construction of the bypass will not cause increase of flood water levels to Barton properties.

Derek Lord September 2024