

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	28.58	0.00	0.00	0.00	0.00	0.00	0.00	463.87		
ESBC	40,722.24	0.00	0.00	0.00	0.00	40,722.23	0.00	0.00	0.00	0.00	0.00	0.00	81,444.47		
LA Other	932.50	0.00	0.00	0.00	0.00	12,375.93	0.00	0.00	0.00	0.00	0.00	0.00	13,308.43		
Burial Ground	1,185.00	1,815.00	3,440.00	1,820.00	2,160.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	10,720.00	16,000	-5,280
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	53,644.74	0.00	0.00	0.00	0.00	0.00	0.00	160,903.20		

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	3,475.30	3,786.59	3,475.70	0.00	0.00	0.00	0.00	0.00	0.00	21,442.90		
Lengthsmen	206.00	257.40	206.00	205.80	257.40	206.00	0.00	0.00	0.00	0.00	0.00	0.00	1,338.60		
HMRC	1,314.12	934.79	1,068.56	883.88	884.28	1,068.56	0.00	0.00	0.00	0.00	0.00	0.00	6,154.19		
Nest Pensions	196.00	329.70	0.00	329.70	0.00	329.70	0.00	0.00	0.00	0.00	0.00	0.00	1,185.10		
Admin	1,019.94	2,587.48	1,205.00	957.93	319.58	335.14	0.00	0.00	0.00	0.00	0.00	0.00	6,425.07		
Burial Ground	204.17	231.59	164.56	1,338.01	162.50	20.03	0.00	0.00	0.00	0.00	0.00	0.00	2,120.86	2,385.00	264.14
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	357.12	0.00	0.00	0.00	0.00	0.00	0.00	10,427.79	12,845.00	2,417.21
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	1,158.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,837.22	13,181.00	5,343.78
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	67.45	39.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.02		
Car Park	91.52	114.40	91.52	91.52	114.40	1,107.66	0.00	0.00	0.00	0.00	0.00	0.00	1,611.02		
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	26.78	0.00	0.00	0.00	0.00	0.00	0.00	4,232.84		
Total Spend	8,438.19	22,915.94	21,614.38	50,047.18	7,216.09	6,926.69	0.00	0.00	0.00	0.00	0.00	0.00	117,158.47		

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

30-Sep-24

Lloyds Business Account	£	2,030.00
Lloyds Commercial Instant Access Saver	£	78,679.45
Unity Trust Bank Instant Access Saver	£	40,001.00
National Savings	£	74,494.67

Total Bank Balances**£ 195,205.12**Add Credits not on Statement£0.00 **£ 195,205.12**Less unrepresented payments:-£0.00 **£ 195,205.12****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* £ 161,381.60*Less Expenditure to date* £ 117,158.47

Total Cash and Investments as at -

£ 195,205.12**Difference** -£ 0.00RFO, S. Rumsby

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

03/10/2024

Payee	Description	£ Value Gross	£ VAT	£ NET
Salaries total		3,870.63		3,870.63 HR
Nest Pension Scheme		164.86		164.86 HR
HMRC		883.68		883.68 HR
Barton Village Hall	ad hoc meetings	52.50		52.50 Admin
Barton Village Hall	Meetings Oct, Nov, Dec	687.75		687.75 Admin
JPS Landscaping	Grounds Maintenance September	1,372.25	228.71	1143.54 P&OS
Lloyds	Bank Charges	13.38		13.38 Admin
Starboard Systems	Scribe monthly subs	67.20	11.20	56.00 Admin
Hulls Environmental	Pest Control	98.00		98.00 Fishpond
J Taylor	Bench installation materials	16.50		16.50 Fishpond
Holland Sports Club	Donation in lieu of rent (10% ins premium)	478.40		478.40 Donations
SPCA	Planning Course D. Lord	36.00	6.00	30.00 T&D
Fortis Mazars	External Audit fee	504.00	84.00	420.00 Admin
Country Services	2 stroke oil	24.50	4.08	20.42 Maintenance
Burton Skip Hire	Skip	195.00	32.50	162.50 B. Ground
SLCC	Annual Subscription	238.00		238.00 Admin
Vision ICT	Domain .gov.uk fee Dec 24 to Nov 26	78.00	13.00	65.00 Admin
Vision ICT	Website hosting & support Dec 24 to Nov 25	240.00	40.00	200.00 Admin
Vision ICT	Email account for new Cllr	32.00	5.33	26.67 Admin
				8,627.82

Notifications:

Change in Interest rate - Unity Bank Instant Access Savings:

06.09.24

We're reducing your interest rate

Dear Mrs Rumsby

From time to time, we review the interest rates on our savings products, considering a range of factors, to ensure we provide long term value and offer you the best rates we can. Following the latest review, we're reducing the interest rates on our instant access savings account.

Your new interest rate

Account type	Existing rate Gross rate*/AER**	New rate from 5.11.24 Gross rate*/AER**
Instant access		
All balances	2.75% / 2.77%	2.60% / 2.62%

If you are happy with the change, you do not need to take any action and we'd like to thank you for continuing to save with us.

If you don't wish to accept these changes and would prefer to close your account(s) before the rate changes you can do this by completing the [account closure form](#) on our website or calling us on the number below.

If you would like any further information about these changes, please visit unity.co.uk or call us on 0345 140 1000^.

Interest Rate - Lloyds Instant Access Savings Account:

No change to interest rate below £100K = 1%

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/2024/00829 - 71 Wales Lane: Listed Building Consent to raise party wall with brickwork finish to No 69 Wales Lane

69 Wales Lane is a grade 2 listed building and therefore this application is subject to SP25. Proposals should conserve and enhance heritage assets including listed buildings. It should include the use of high quality design as in NPPF and ESBC's SPD.

The main building work at the rear, specifically to no 71, does appear to respect this setting. We therefore have no objection in principle to what is proposed but do have concerns about the proposed front elevation of No 71.

Currently there is to the right of the frontage a solid wood door which appears to be the main pedestrian entrance opening on to the Living Room.... To the left are double doors in similar solid wood style giving access to the garage. As such the frontage does not look out of place adjacent to no69.

The proposed ground floor plan indicates that the pedestrian door to the right will remain though not opening to use as an entrance. The Garage doors are to be replaced and form the sole entrance to the building. The are however to be replaced by a glass area filling the entire doorway with a single glass door its centre. This proposed glass area is a complete contrast to both 69 and the rest of the frontage of 71, particularly with its view from the pavement into what is described as a bin and cycle store.

We would suggest more traditional material, wood for example, for the surround of the door would be more in keeping within the setting of a listed building with maybe, at least, a wooden frame to the door.

We would have expected this to be addressed by the heritage statement but unfortunately there is very little detail in this document.

We do not see that this aspect of the proposal fits with the requirement for good design and to enhance the area nor be suitable for the setting of the adjacent listed building.

We therefore object to the application in its current form.

2. P/2024/00823 - Oakfield Cottage, Bar Lane: Erection of a detached building to form gym, study, tv & shower room

This property is outside the settlement boundary so the provisions of DP3 apply with buildings ancillary to a dwelling to be modest and designed specifically for the purpose. That appears to be the case with this application but if approved we ask that a condition be imposed to prevent the building being used for any residential purpose, including holiday lets, without specific prior planning permission.

We also have a concern about what appears to be a large tree on or near the site of the proposed building. Whilst the application form states there are no trees or hedges within falling distance or in need of removal or pruning, we feel that this tree is sufficiently close to be a potential problem and will possibly suffer root damage during construction and therefore should mentioned and considered with this application.

3. 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

4. P/2024/00861 - 2 Manor Court: Partial garage change of use and additional rear/side openings
This property is within Barton Under Needwood Conservation area and is adjacent to, formerly within the grounds of, Barton Hall, a Grade 2 listed building and so could potentially affect the setting of this building. We are surprised to see no mention of Barton Hall within the Heritage Statement.*

Local Plan policies SP25 and DP5 set out to ensure that proposals protect preserve and enhance heritage assets taking account of their settings and significance. Development will be permitted in conservation areas where it would protect and enhance the character and appearance including the setting of the conservation area. Whilst the property is of 20th century construction it was obviously designed with one eye on the sensitive nature of its surroundings and the setting of the listed buildings. This is reflected in the pitched roof and small dormers in the roof and generally smaller and appropriately proportioned ground floor windows. With that scale in mind, it is rather surprising that the applicants have proposed an abundance of glass by the inclusion of substantial bifold doors, which seem out of proportion with the property as a whole.

In order to not just conserve and enhance the quality of the conservation area we have always assumed that the default material for replacement windows and doors would be wood unless other material was justified. We have previously noted that a survey by English Heritage in 2009 noted that conservation areas had declined due to a number of factors one of which was the uses of plastic doors and windows. Although English Heritage was referring particularly to plastic windows and doors they were concerned that the appearance and detailing of these elements were not always in character and we feel that this equally applies to aluminium.

Whilst of course we acknowledge and even applaud the need to upgrade and replace windows and doors, for properties in the conservation area, we believe that proposals need to be assessed against a higher standard if the integrity and fabric of conservation areas is to be maintained and not allowed to decline. Against this proviso we cannot see how the replacement windows and doors as currently proposed preserves and enhances the conservation area. In addition, we do not feel that the substantial use of glass in the bifold doors meets the need for a high quality design and object on the grounds of it being contrary to Policies SP25 and DP5.

5. P/2023/00304 - 424 Lichfield Road: Formation of replacement access (amended information received)

As previously we have no objection to this application in principle which will remove from the A38 the need for a dangerous manoeuvre. We do however ask that, if approved, a condition be imposed to require a replacement hedge to be planted along the new drive boundary where it faces the road.

Unfortunately, with the new detailed design, a new issue has been identified. The now proposed wide vehicle entrance requires pedestrians and cyclists to walk its entire width of 35 meters adjacent to the carriageway of the A38 with no protection but for road markings. We would have expected the footpath to be continued on either side of the new bellmouth to a point where there would be a much shorter width of driveway to cross and be further from the A38.

For this reason. we object to the application in its current form.

6. P/2024/00896 - Croftside, Bell Lane: Removal of two Chestnut Trees

We see no evidence with the application of the danger caused to structures by these trees. If their removal is approved we would ask that ESBC urge the applicant to replace these trees with more appropriate species for the site. This could be addressed within the approval required by condition no6 of the original planning permission for P/2023/00793 for boundary treatment to be approved prior to occupation of the conversions.

7. 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

We have no objection to this application but do ask that if granted a condition is attached to prevent any residential use, holiday lets. etc. without a further planning application being approved.

8. P/2024/00900 - 34 Efflinch Lane: Erection of a single storey rear extension & first floor side extension including window in existing garage door opening

This property is within flood zone 3 and accordingly requires a Flood Risk Form to show action proposed to avoid harm to certain interests.

The form merely states that the proposed floor level will not be below that of the existing building. As this was flooded as recently as 2020 we feel more information should be provided as to how the proposed extension will be protected from a repeat of the 2020 flood.

We would also expect to see some calculation as to how the loss of the garden area flood plain storage capacity could have an adverse impact of the property itself and neighbouring properties. We have no objection to the application in principle but feel more detail about the flooding risk should be clearly stated in order to be taken into account when the application is considered. For this reason we object to this application in its current form.

9. P/2024/00778 - Errisbeg House, Errisbeg House Drive, Barton Turn: Erection of a cabin to be used as a beautician salon (Class E).

Errisbeg House and its environs forms a kind of island between the Trent and Mersey Canal and the A 38. Access is derived from the B5016. Errisbeg House itself is a large, detached building in extensive grounds. It was originally a single dwelling but now seems to house an eclectic mix of small businesses. A single storey extension to Errisbeg House itself to form a Veterinary Hospital was permitted under P/2017/00880.

This application is for a cabin to be sited in the north-eastern part of the grounds below the inside of the bend for the A 38 slip road. Provision is made for two dedicated car parking spaces on land adjacent although the accompanying covering letter notes that numerous other parking spaces are available. The whole site is well landscaped.

Parish Council Comments

Sustainability

A covering letter states that the applicants had previously received a pre-application response from ESBC for a dog grooming use and they have used this response as reasonably similarly applying to this proposal. This site lies outside the settlement boundary of Barton and in planning terms is regarded as being in the open countryside and falls to be judged under Policy SP 8. This sets out a restrictive policy approach towards development. Although, in the open countryside, in practical terms, Errisbeg House has become a small business enclave. It is, therefore, perhaps no surprise that ESBC's pre-application advice was to view it as a new business appropriate in the countryside.

Whilst we do not necessarily disagree with ESBC, we feel that there are some issues which have not been addressed. A beautician's is the sort of use you would expect to see in a more sustainable location in a shopping/commercial centre, where there is good footfall. Indeed, Local Plan policies SP 20 and SP 21 set out a hierarchy of these centres, with the implication that other locations will be resisted. We are, therefore, surprised that the accompanying evidence does not include any assessment of alternative sites – especially in retail centres - that have been considered and the reasons for rejection. Such evidence would be helpful in understanding why this location is preferred. From a common-sense point of view, we would have thought that there must be vacant units in a range of retail centres, which could more appropriately meet this use, the needs of Local Plan policies and sustainability objectives.

Transport Modes

Policy SP 35 encourages the use of sustainable transport modes as an alternative to the private car. It is noted, in the covering letter, that almost all clients would be expected to arrive by car. We also note that, in response to planning application P/2017/00880 for the Veterinary Hospital, the case officer requested a Travel Plan which would set out arrangements for encouraging visitors to use alternatives to the private car. Whilst we appreciate that this proposal is not on the same scale and that

transporting pets is no doubt easier by car, we wonder if, as a result of the experience of operating the Travel Plan for the Vets, some lessons about using alternative transport modes may have been learnt that could be applied to this proposal. We are not necessarily suggesting that a Travel Plan would be appropriate in this case but, in order to meet the requirements of Policy SP 35, perhaps some condition or maybe an Informative should be attached to any decision to encourage visitors to try and use alternatives to the car. As a result of the operation of the Travel Plan, for example, has any car sharing scheme been devised?

Use Class

Amendments to the Use Classes Order in 2020 attempted to simplify retail/commercial uses into an all singing, all dancing Use Class E. The idea was to allow landlords and tenants to swap a building or shop space from one commercial use to another without the need for planning permission. This was meant to be a kind of catch-all category and Class E included, “.....any other services which it is appropriate to provide in a commercial, business or service locality”. Unfortunately, simplicity does not always bring clarity. Certain businesses had previously been excluded from the main use classes because they were regarded as causing a nuisance for some reason or another, for example, by way of noise or smell. These uses were classed as ‘sui generis’ i.e. in a class in and of itself. No full list of these type of uses has been devised and so, as we understand it, there remains some confusion. From what we can gather, different Local Authorities interpret these uses in different ways. As an example, we understand that some local authorities exclude nail bars and tanning salons from Class E.

It is not at all clear the nature of the treatments which might be undertaken by this particular beautician. We would, therefore, wish to seek clarity from ESBC as to whether they view this use as within Class E or as sui generis? This is important as, although this proposal may well be innocuous, generating a handful of clients, Class E can command a wide range of uses some of which may not be appropriate in this location.

High Quality Design

We accept that what is being proposed is a relatively modest use operating within a cabin and the site is well landscaped, But Policy SP 24 clearly states that all development proposals must contribute positively to the area in which they are located. The criteria in the policy mentions issues such as creating a sense of place and reinforcing local character and identity. This proposal may do no harm, but, we suggest, that this is not the same as making a positive contribution. We would, therefore, be grateful that, if ESBC is mindful to approve this application, they set out how a positive contribution to achieve high quality design can be made.

10. Application by Oaklands Farm Solar Limited for an Order Granting Development Consent for the Oaklands Farm Solar Park - Procedural Decisions on hearings and site inspections in October 2024

11. P/2024/00725 - Red Lion, 47 Main Street: Installation of an external kitchen extraction unit
Our main concern is with potential noise and smell pollution from this appliance on neighbouring residential properties in Main Street and, to the west, Wales Lane. We would hope environmental health teams regularly inspect the cleaning of the extractor, filters and all components to ensure emitted odours are kept to a minimum. The noise of the fan varies with its speed setting. The impact of the sound on close neighbours will be affected not only by measured decibel levels but the potential constant hum.
We see from a current application for a variation of the premises licence that opening hours, and presumably operating hours, could be until 01.30am. The ambient noise levels in this area of the village will surely be much lower at this time than during daytime.

If approved we would like to see a condition requiring the fan to run at the lower speed for an initial time period, maybe six months, to see if that is adequate for its purpose. We would also like to see a permanent requirement imposed for only the lower speed to be used after a specific time of day.

12. P/2024/00689 - The Bur, Scotch Hills Lane, Barton Gate: Erection of an open storm porch to the rear and replacement windows – *no objections*
13. P/2024/00947 - 10-12 Main Street: Installation of timber gates to the side/rear of the property – *no objections*
14. P/2024/00948- 10-12 Main Street: Listed Building consent for the Installation of timber gates to the side/rear of the property – *no objections*
15. Tree Preservation Order No. 461 - The Vicarage, 3 Church Lane – Confirmed Order
16. P/2024/00960 - The Dower House, Dunstall Road: Overall Crown Reduction of 0.30 metres (12 inches) of one Yew tree (Tree B) and overall Crown Reduction of 0.15 metres (6 inches) of one Holly tree (Tree C)
17. P/2024/00964 - 20 Mill Lane: Erection of a first floor side extension, single storey rear extension, formation of a pitched roof to the front elevation and installation of a window to the first floor rear elevation

ESBC Decisions – Permissions Granted

18. P/2024/00503 - 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)
19. P/2024/00207 - 40 Meadow Rise: Erection of a single storey front extension and external alterations including cladding to the front and side elevations

ESBC Decisions - Refused

None received.

Other

20. Two Pigs, Main Street application for change in licensing hours.

A Meeting of **Barton-under-Needwood Parish Council HR Committee** was held on Monday 30th September 2024 at 2pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



Attendees: Councillors Sally Bedford (incoming Chair of Committee), Ed Sharkey, Steve Naylor, Derek Lord, Lucy Lucas, Siobhan Rumsby

Apologies: Councillor Allcock

1. Appointment of a Chair

Councillor Sharkey took the Chair for this item to appoint a Chair for the HR Committee and asked those present if anyone wanted to take on the role. Councillor Bedford said she would be happy to take the role. With there being no one else standing Councillor Bedford was appointed and picked up the role for the meeting to chair the rest of the meeting.

2. Attendance and apologies

Chris Allcock

3. Minutes of the previous meeting held on 12th February 2024

The minutes of the previous meeting held on 12th February 2024 were duly accepted.

4. Review the risk assessment

The version shared included Councillor Allcock's tracked changes which were agreed.

The document is a live document and as such should be updated as and when required.

The Committee proposes the risk assessment is approved at the Parish Council meeting on 3rd October subject to the following actions;

- a. The document is reorganised so the risk assessments sit under the relevant committees.
- b. A risk matrix indicating likelihood and consequence of the risk occurring is developed to provide risk scores.
- c. Terms of reference for each Committee to be amended to include their Risk Assessment responsibilities
- d. The property section includes the updated costs for insurance

5. Review the staff budget for 2024/25

The current staff budget is £62000 and an increase of 8% was proposed by the Clerk. The National Minimum Wage for this financial year has not been confirmed but is expected to be in the range £11.82-£12.39 per hour. Following a discussion about whether any roles had been significantly changed the proposal was agreed.

6. Staff appraisal dates

It was agreed the Clerk's appraisal would be held with Councillors Sharkey and Bedford during December. The Clerk would then do the appraisals for the staff in the New Year.

7. Christmas bonus for staff

The clerk set out the historical arrangements for Christmas bonus payments for the Clerk, the gardener and other staff. It had been suggested in the December 2023 Parish Council meeting that the bonuses were consolidated as part of the pay for staff.

Following a discussion, it was proposed that we retain the Christmas bonus payments, and do not deviate from the pay scales. Councillors agreed this position on the basis that good will from staff may be diminished by removing the bonus at Christmas.

8. Policy Working Group – update and process for HR policies

Councillor Bedford updated the Committee on the work the Policy Working Group are doing to align existing policies and procedures to the NALC/SLCC model versions for policies and procedures. It is proposed that each Committee will review the policies for their work streams and the red, amber, green ratings in terms of priority. The Parish Council will discuss this at the meeting on October 3rd.

It is proposed that an HR handbook on the website will be developed to include all HR policies, protocols and procedures. Councillors support this idea

One policy that is an urgent priority is the Health and Safety policy. The Parish Council Chair will contact any Health and Safety trained people in the village to work with us as volunteers to develop the policy.

9. AOB

There being no further business the meeting finished at 4pm.

10. Date of next meeting

The next meeting of the HR committee will be held on Tuesday 12th November at 2pm.

A Meeting of **Barton-under-Needwood Parish Council Policy Working Group** was held on Thursday 26th September 2024 at 7pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



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

Apologies: Siobhan Rumsby

1. **Apologies**

Siobhan Rumsby

2. **Current position**

There is a list of policies and other documents that have been RAG rated (coded red, amber or green) rated by the clerk in terms of priorities. The policies have been developed when needed, and most are out of date .

SLCC have a recommended list of policies and documentation for a Parish Council of our size. Both SLCC and NALC provide model policies and documentation as well as 'how to' guides and an extensive range of risk assessment templates. **These model policies and documents include latest references to legislation and guidelines, which are important and leave the Parish Council at risk without them.**

Model templates have been used for the Financial Regulations and other newer policies that have been approved earlier this year by the Parish Council.

The Policy Working Group (PWG) recommend that we adopt the SLCC recommended list of policies and other documentation using the model policies etc that SLCC and NALC provide.

The group also discussed bringing several policies together in one document as a handbook. For example the HR policies could be brought together in one HR handbook, so there is a central place for all HR policies.

Due to the volume of policies that need reviewing this work will need to be prioritised. The PWG have provided a RAG rated template with updates for this purpose.

3. **Approach**

The Parish Clerk has set up the SLCC list on drop box. We recommend that each Committee reviews the policies listed attributed to them, and that we share these model templates with each Committee to work through in priority order.

4. **Admin support**

Once each policy has been approved at the Parish Council following each committee's review, the Parish Clerk will add a front cover template which sets out date of approval by the Parish Council, Review Dates and includes the signature of the Chair.

5. **Time scales for the work**

This is clearly an urgent piece of work for those red rated policies and we propose all red rated policies are reviewed before the end of the financial year. Committees may wish to start reviewing their orange and green rated policies during this financial year.

6. **Motion proposed**

The Parish council is asked;

- To approve the adoption of the SLCC recommended list of policies and documentation for a Parish Council of our size using the NALC/SLCC model templates and guidance.
- To approve the process for the Committees to review the model policies

7. Any other business

The PWG will review the Gap Analysis proposed by the SCC Data Processing Officer following her meeting with the Clerk in June at the next meeting.

8. Next meeting

The next meeting will be held on 14th November at 7pm in the Village Hall.

Barton under Needwood Parish Council- Policy & Documentation Prioritised List
(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

SLCC Policy & Documentation list	Red Amber Green (RAG) rating	Policy Working Group feedback	Committee owner	Date reviewed by Committee	Date Approved by PC Min ref	Review date
Parish Council						
Business Plan/Action Plan		Product of Strategy Work being developed	Parish Council			
Annual Report		Business as usual	Parish Council		May	May
Parish Plan	?	To be developed	Parish Council			
Village Design Statement or Neighbourhood Plan	?	To be developed	Parish Council			
Scheme of Delegation		PC already has its own	Parish Council		?	?
Standing Orders			Clerk		24/20	May 2025
Guide to Meetings		Part of Standing Orders	Clerk		24/20	May 2025
Procedure for public sessions		Completed	Clerk			
Code of Conduct			Clerk		24/20	May 2025
Code of Conduct for Volunteers			Clerk		5/10/23-6.5	
Emergency Planning			Parish Council			
Planning						
Planning Committee TOR						
Planning pre-application Protocol		PC already has its own (no model version NALC/SLCC)	Planning		24/20	
VEC						

Barton under Needwood Parish Council- Policy & Documentation Prioritised List
(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

VEC TOR					7/9/23-7.2	
Events – (Litter pick etc.)	?		VEC			
Parks & Open Spaces						
POSC TOR					1/6/23-7.3	
Fishpond TOR					24/07.3	
Recreational Ground and Play area	?		POSC			
Rights of Way Standard	?		POSC			
CCTV	?				13/8/20-10.2	
Finance						
Finance Committee TOR			Finance		1/6/23-7.1	
Internal Audit TOR						
Financial Regulations			Finance		24/20	May2025
Risk Assessments		Each Committee completes their own risk assessment to form part of Parish Council document. SLCC extensive list of model templates for different aspects. Template to PC for approval 03/10/2024. Committees to review model templates where relevant.	Parish Council			
Bailiff Risk Assessment						
Insurance Internal Controls Audit and Review		Part of Financial Regulations above	Finance		24/20	May 2025
Reserves Policy	?					
Financial and Risk Assessment			Finance			

Barton under Needwood Parish Council- Policy & Documentation Prioritised List
(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

General Revenue Reserves Policy		Part of Investment Strategy	Finance		Adopted August PC?	
Grant Awarding Policies and Procedures			Clerk			
Purchasing Procurement Policies			Finance			
Asset Register	?		Clerk			
Debit Card Use Protocol			Clerk			
Dispensations Procedure & Form						
Expenses Policy						
Register of Interest						
Gifts & Hospitality Policy						
Burial Ground						
Burial Ground TOR			Burial Ground		6/7/23-6.4	
Allotments Committee						
Allotments Committee TOR					5/10/23-6.6	
Communications						
Communications Committee TOR					7/324-7.8	
Communications Handbook		To include all Comms policy and protocols. NALC/SCC model templates available				
Communications Protocol		Part of Comms handbook	Comms			
Web-site Policy		Part of Comms handbook				
General including press		? Part of Comms handbook				
Community Engagement Statement of Intent		Part of Comms handbook	Comms			
Petitions		Part of Comms handbook	Comms			

Barton under Needwood Parish Council- Policy & Documentation Prioritised List
(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

Publicity Protocol		Part of Comms handbook			01/12/2019	
Publication Scheme Guide		Part of Comms handbook			01/12/2019	
Privacy Policy		Part of Comms or IG Handbook ?			06/12/2018	
Privacy Notice		Part of Comms or IG Handbook ?			06/12/2018	
Document management Policy for Record keeping		Part of IG Handbook?	? Clerk		?	?
Paper & Electronic Communications Retention and Disposal Policy		Part of IG Handbook? To check above policy includes these. Potential to combine with above policy	? Clerk			
Freedom of Information,		Part of IG handbook	Comms			
Data Protection		Part of IG handbook	Comms			
Accessibility Statement		Part of Comms handbook			Aug 2020	
Social Media Policy		Part of Comms handbook Check filming & photography are included	Comms		4/12/23-7.5	May 2024
Complaints Policy		SLCC/NALC versions available	Comms			
Vexatious Complaints Procedure		Completed to be part of Complaints Policy	Comms			
Marketing Strategy		PC doesn't have one	Comms			
People						
HR Committee Terms of Reference			HR		6/7/23-6.5	
HR Handbook		To include all HR policies and procedures in one place. NALC/SCC models available	HR			
Bullying and Harassment or dignity at work policy		Part of HR Handbook SLCC/NALC versions available	HR			

Barton under Needwood Parish Council- Policy & Documentation Prioritised List
(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

Child Protection and Vulnerable Adults Safeguarding Policy		Part of HR Handbook SLCC/NALC versions available	HR			
Flexible Working		Part of HR Handbook SLCC/NALC versions available	HR			
Disciplinary & Grievance Policy		Part of HR Handbook SLCC/NALC versions available	HR		5/3/20-8.7	
Toil and Leave Policy		Part of HR Handbook SLCC/NALC versions available	HR			
Staff and Councillor Training and Development Policy		Part of HR Handbook SLCC/NALC versions available	HR		5/3/20- 8.7	
Vacancy Procedure		Part of HR Handbook SLCC/NALC versions available	HR			
Procedure for co-option of councillors		Write up process	Clerk			
Co-option Questionnaire		Part of HR Handbook	Clerk			
General Power of Competence, explanation & redeclaration		Part of HR Handbook			11/5/23-5	May2027
Appraisal Process		Part of HR Handbook	HR			
Volunteers TOR		Part of HR Handbook	HR		5/1023-6.5	
Equal Opportunities		Part of HR Handbook				
Lone & Isolated working		Part of HR Handbook	HR		5/3/20-8.7	Urgent
Meeting Attendance Policy		Part of HR Handbook	HR		5/10/23-6.5	
Marking the death of a national figure		Part of HR Handbook				
Equality Policy			HR		5/3/20-8.7	
Health & Safety Policy		To be developed				
High Consequence Infectious Diseases		Part of Health & Safety Policy			26.3.20-3	

Barton under Needwood Parish Council- Policy & Documentation Prioritised List

(Current policies and documents mapped with SLCC recommended list for a small Parish Council)

Work Station Equipment and Area Check		Part of Health & Safety Policy	Clerk			
PAT Testing Equipment		Part of Health & Safety Policy	Clerk			
Information and Communications Technology IT Email, Internet and Phone Policy This model document is intended as an example only. Councils will need to consider the content carefully and adapt it to meet their individual circumstances.						
<i>To include suggestions for an IG Policy list above</i>						

BARTON UNDER NEEDWOOD PARISH COUNCIL



A **Strategy Workshop** of **Barton-under-Needwood Parish Council** was held on Wednesday day 25th September 2024 at 6pm, Barton Village Hall, Crowberry Lane, Barton under Needwood

Attendees: Councillors Ed Sharkey (Chair of Parish of Council), Sally Bedford, James Brookes, Lucy Lucas, Chris Alcock, Derek Lord, Jeannette Taylor, Steve Naylor

Apologies: Councillors Lindy Young, Ian Gilby, Kevin McInerney and Siobhan Rumsby (Parish Clerk)

1. **Apologies**

Councillors Lindy Young, Ian Gilby, Kevin McInerney and Siobhan Rumsby (Parish Clerk)

2. **Overview of process to date and purpose of the meeting**

In April 2023 a new Chair and several new Councillors joined the Council, a number have also been coopted since. The new Council were keen to engage with the parishioners about the future direction of the Council and agreed to hold a survey.

In February an initial workshop was facilitated by Kim Bedford for Councillors and the Parish Clerk to consider issues and priorities outlining next steps, one of which was to carry out the survey. The survey was developed with Councillors' input and was carried out in April 2024. The headline findings were shared at the Annual Parish Meeting held in May and also shared on the web-site.

The Chair outlined the purpose of the meeting was to agree the actions we take forward from the Village Survey and to develop a strategic plan which included short, medium and long term priorities. A plan would then be needed for how we share this with the village and how align with business as usual (BAU) and our financial planning for 2025/26.

3. **Definition of Priorities**

The following definitions were agreed;

- i. Priorities for short term (ST) aims – under 12 months
- ii. Priorities for medium term aims (MT)– under 2 years (to next PC elections in 2026)
- iii. Priorities for longer term (MT) aims – 2-4+ years

4. **Developing Objectives for the Parish Council**

Initial discussions brought forward a number of significant points that could be developed into objectives for the Parish Council;

- i. Much of the feedback received relates to areas that are not in the Parish Council's gift. Councillor Lord felt very strongly that the role of Councillors is to facilitate and act on behalf of people to raise issues and hold authorities to

account. Good examples of this are the Flood Working Group and the way we have consistently lobbied SCC regarding pot holes.

It was agreed that where we have no direct remit we signpost people to the right place and demonstrate how we lobby for them.

- ii. The Council is relatively small and we are all volunteers. We should encourage volunteers from the village to work with us as we simply do not have the resources or skills to do everything we need to do.
- iii. Any actions agreed should be prioritised in terms of short, medium and long term priorities as we need to be able to deliver what we say we will within the time and resources we have.
- iv. Communication needs to be ongoing providing status updates so people know we are working on things rather than waiting until everything is completed. A Communication Strategy needs to be developed.

5. Overview of the main themes from the Parish survey

Flood risk – Promote the work of Flood working Group. ST- Website updates. MT - BAU & Flood gauge. LT- Develop Flood forecasting

Green spaces – Parks and Open spaces- Work with providers. Develop our own Green Space Strategy.

Closure of the Burial Ground- Potential for facility at Country Park? Or to link with Yoxall e.g. possibly using old methodist chapel site at Woodhouses

Sustainability – underpins everything we do

Roads and Public Rights of Way - Transport and Traffic – Speeding & HGVs. Weight limit, needs improved signage to try to keep HGV out of the village. Speed Watch: ST – BAU continue to pass speeder info to Staffs Police. Where possible contact liveried HGV's and request they don't use the village to transit A38 to A50 as illegal. Log non-liveried lorries number plates and discuss reporting with Staffs Police . ST/MT – look for more volunteers for Speedwatch.

PROW – ST/MT - Re-establish Barton Footpath Maintenance Group - work with school and youth groups re. PROW surveys and practical work.

Village Services (Tier 1 village)

- a. *GP practice & health services*- ST – Connect and then keep in touch with Practice Manager for specific practice issues, signpost to PALs (patient liaison service) for specific patient health issues & problems with service, and to Staffs and Stoke ICB for anything related to commissioning issues.
- b. *Pharmacy* – Use it or lose it
- c. *Post Office* - Use it or lose it
- d. *Shops* - Use it or lose it
- e. *Pubs and cafes* – Good selection in village
ST/MT - Restart **Traders Group** – need one of shops, pubs and cafes to lead this
- f. *Schools* – New interim head Jon Blanchenot and Mike Donahue MAT CEO—ST - proactive engagement strategy to help understand how we can work together and provide volunteering opportunities for the children e.g. -School Council

- MT - Youth Group - keen to explore working with school and wider partners
- g. *Library* – Amazing resource. Use it or lose it. Social media great – Mary Brookes. ST – BAU maintain liaison with Marilyn Davis – lead volunteer. ST/MT/LT – lobby County Councillor to maintain service.
 - h. *Village Hall* – Use it or lose it
 - i. *Mobile phone service* – ST - Liaise with network providers so we can signpost people to complain. E.g. O2 says nobody has complained about their provision. MT/LT – liaise with any residents action group that may be set up.
 - j. *Co-op ATM cash machine* – provided by Irish Bank. ST/MT – liaise with Co-op to make sure it's filled up at weekends.

Policing – Very poor engagement from police. Staffs PC Association focussing on this. Strong messaging from PC if you see something you must report it. ST – BAU maintain liaison with PCSO's and Neighbourhood Police Team (NPT). Keep encouraging public to report issues and signpost methods of comms. ST - Establish liaison with Senior Police Officers in East Staffs Area. Invite Police and Crime Commissioner to Public Meeting in village.

Planning ST/MT/LT – Protect/conserve/enhance Conservation Area. BAU comment on planning applications received. ST/MT - Develop a Local Village Neighbourhood Plan supported by a Housing Needs survey. £10k funding still on offer from Central Government for NP development. Link with Yoxall to share their methodology and with author of their plan. Feeds into Neighbourhood Plans. Potential funding from ICB. Timescale for completion needs to tie in with ESBC Local Plan Review by 2031

Country Park – ST/MT - work with partners to gain support eg Schools, SCC, Ramblers, other Parish councils. Lobby like mad to get it in ESBC Local Plan. Develop local pressure group and set up steering group to do this.

6. Carry over of any items from the February 2024 workshop

The outputs from the Kim Bedford workshop have to some extent been superseded by the work we have done since and the survey. Outstanding areas raised were asset transfer for the provision of allotments, a comprehensive and up to date list of clubs and societies, emergency planning and developing a greater understanding of what we do for our villagers e.g. Flood Risk Group.

7. Actions agreed at last Communications Committee meeting held on 18th July

The following actions relating to the survey results were agreed at the last communications committee meeting. These will now be incorporated into the action plans where relevant actions haven't been delivered.

- i. Share the document with police, schools, ES, SCC, Pharmacy & other interested parties. **Complete**_[SY1]
- ii. 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. **In progress**
- iii. Police, Crime and Fire Commissioner - Invitation to meet the PC about the policing issues flagged in the survey. **In progress**

- iv. 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. **TBC**
- v. 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. **In progress**
- vi. 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. **TBC**
- vii. End use of Newbold Quarry - Proposal for a Country Park - briefing on website and meet with key stakeholders. **TBC**
- viii. 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. **TBC**
- ix. Flood issues -regular briefings on situation on web-site. **In progress**
- x. 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. **TBC**
- xi. Re-open **To be delivered** work on web-site to include more regular briefings and utilise social media. **TBC**
- xii. ES to draft 'Watch this space' notice to go out on Web-site in July about the work being doing on the survey. **TBC**

8. Resourcing

The following actions will need to be part of the action planning for the Committees.

- i. Who is to lead?
- ii. Who is assisting – or how to recruit assistants/project team members?
- iii. Available skills and need for any training
- iv. Budget required
- v. Internal/external support required

9. Process for review

It was agreed we would review the work quarterly in the first year and twice a year after that.

10. Preparation and publication of a strategy document

A copy of the SLCC Model Action plan for a fictitious 'Wonderland Parish Council' was shared with Councillors. It was agreed this document could be adapted/adopted for this piece of work.

Members discussed how this work fits with the BAU and budget setting process. The work on the strategy and the delivery of the objectives will include the action plans for the BAU and the budgets. The strategy is a dynamic document and can be amended if there needs to be a change in focus.

Councillor Bedford agreed to draft a template document for each committee to complete based on the example in the model template. These documents can then feed into the budget setting process and will form a work plan for each committee.

11. Communications

The actions discussed require more work on the on raising the profile of the Parish Council including a stronger focus on signposting to relevant authorities, increased social media presence and more status updates to let the village know what we are doing. A further piece of work is to pull together an up to date contact list for all groups in the village.

It was agreed the Communications Committee will discuss the actions require when it meets on Monday 30th September and feed back to the Parish council when it meets next week.

12. Next Steps

The minutes will be shared the Parish Council when it meets on Thursday 3rd October and the following actions will be outlined;

- i. A strategy document including the action plan will be developed.
- ii. Each Committee will complete an action plan to feed into the budget setting work led by the Finance Committee.
- iii. The Communications Committee will develop the action plan for the BAU work to raise the profile of the Parish Council and the work it does to include better signposting on the website, increased use of social media, and how we work with different partners including the schools, police, local authority as well with established groups in the village.
- iv. The Communications Committee will draft an action plan for how we share this work with the village and our partners – You said we did.
- v. Commission a Housing Needs Assessment to feed into Local Village Plan

A Meeting of **Barton-under-Needwood Parish Council Communications Committee** was held on Monday 30th September 2024 at 6pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



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

Apologies: Councillor James Brookes & Siobhan Rumsby (Parish Clerk)

1. **Apologies**

James Brookes

2. **Minutes** of the meeting held on the 18th July were agreed.

3. **Communications Plan for the Strategy & Action Plan**

Councillor Sharkey summarised the output from the Strategy Workshop and advised that the minutes would be shared at the Parish Council meeting later this week. He explained that from this we would use our own version of the model Annual Plan as the basis for the strategy. Councillor Sharkey agreed to develop this and Councillor Lucas would support him. Each committee would be asked to draft an action plan .

We discussed having a meeting with Parishioners to set out next steps following the survey and share the Plan. We agreed to share progress on the web-site to date. It was agreed updates on this should include social media, the website and better signposting would help.

4. **Development of a Communications Strategy – raising the PC profile**

It was agreed to use a model Communications Strategy from NALC/SLCC to support this work. Councillor McInerney felt we should adopt the model policies to get something in place quickly. This could be refined once adopted.

5. **Feedback & actions from Policy Working Group**

Councillor Bedford updated on the work of the Policy Working Group and shared the list of documents and policies developed. She set out the proposal to set up a Communications Handbook and an Information Governance Handbook. This would be a section on the web-site with all relevant policies and procedures sitting underneath it, making it easier to navigate. Councillors agreed to support this proposal.

Tutbury Parish Council are seen as having some best practice that we could learn from, e.g. supporting commerce and village centre enhancement

6. **Website: Improved communications to include:**

- a. Signposting to community organisations
- b. 'Noddy' guide to planning – Roger Bell and Councillor Gilbey to draft
- c. Electric Vehicle Chargers update – Councillor McInerney
- d. Newbold Quarry/Country Park briefing- Cllr Sharkey to develop
- e. Flood issues briefing – Councillors Sharkey & Lord to develop
- f. Survey actions (You asked for xxx, We delivered/are delivering xxx) -to be developed from the model action plan.

7. Social media: Discussion - how do we make the best use of Social Media for the community?

We discussed setting up a 'grid' for social media posts to time table them in e.g regular updates on flooding situation. We ideally need an 'expert' volunteer to help us do this. Barton Library is particularly good at this and we could learn from them. Councillors Bedford and Lucas to meet with the Marilyn Davis – Library Volunteer Coordinator. Councillor Sharkey had a contact at Telford and Wrekin Council who had previously offered advice. Councillor Sharkey and a few other Councillors also need access as an administrator to the social media sites

8. RVSG Annual Meeting on Thursday 3rd October [16.30 - 17.30]

Councillor Bedford to attend and feedback.

9. Barton Live Feedback

Feedback has only been received from four groups and this will be shared at the Parish Council this week. It is clear that the time of the event midweek wasn't popular and the weekend would be preferred. Such events need more advertising and an explanation of what 'Barton Live' is. The contact list is not up to date and some of the email addresses don't work. Councillor Bedford will attend WI this week to ask for up to date contacts and names of group in the village.

10. Chime article content- submission due 9th October

Items suggested were Remembrance Sunday (PC role), Barton Brook Working Party 19/10/2024, Funding for the flood gauge, Christmas (e.g. "What can you do to help make the village look festive?").

We discussed whether the Parish Council could fund small wall-mounted Christmas Trees for the Main Street.

11. AOB

There was no further business.

12. Date of next meeting

The next meeting will be held 19th November at 7pm

CORRESPONDENCE

GENERAL

1. JTHS teacher seeking permission for student pond dipping sessions – *Clerk responded.*
2. Resident chasing repair of failed broken gully o/s 70 Efflinch Lane – *Clerk responded*
3. Resident report of fly tipped furniture in Ashtree pocket park and ASB – *Clerk reported to ESBC & responded*
4. Collinson Rd resident request regarding overhanging Walnut tree – *P&OS to investigate and recommend action.*
5. RBL letter of thanks for support with installation of new bench at Fishpond
6. St James Church - Request for provision of Christmas Star - *forwarded all cllrs*
7. Resident requesting funding opportunities for Scouts trips – *Clerk referred to B&D Key Trust.*

SCC/HIGHWAYS

8. Details of Climate Action Funding – *forward to all Cllrs*
9. Allotment land, off Efflinch Lane – Renewal of Lease for signature

ESBC

10. Town & Parish Council Forum focused on Climate Change.
Thursday 21st November 2024 at 6.30 – 8 pm and will be held online via Zoom

POLICE & PFCC

11. Consultation to provide feedback on the key priorities in proposed Police & Crime Plan, and Fire & Rescue Plan 2024-2028. Deadline 21/10/24
12. Police Community Engagement Survey, Deadline 4/10/24
13. Policing, Fire & Rescue Survey, to 21/10/24

SPCA/NALC/SLCC

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