

August 2025 report
for Cllr Catherine Brown Needwood Forest Division

For Parish Councils and Borough Councillors,

The following is a summary and main points for PCs, but it isn't everything about my September!

The **Community Fund** is now progressing well. Newborough School has been awarded £500 for a book corner that was very much lacking and fits the SCC criteria. Amber bee project has been awarded £260 for mental health workbooks and resources for Thomas Russell School, Barton. More info below. Hoar Cross are hoping to apply for money towards a defib, while Thomas Russell hope to apply towards funding of an urgent paediatric defib. Abbots Bromley need some small metal football goals but like most of the applications, require other additional funding sources.

Please continue to let me have your agendas and meeting dates. I attended Newborough PC on Monday 1/9/25 & Abbots Bromley 25/9/25.

Yoxall PC LGR meeting for the Division.

I also attended Barton Quarry Liaison Meeting; SCC Health & Care Scrutiny and Overview meeting; B5013 Blithfield Reservoir Steering Group meeting organised by myself for 3 SCC County Councillors, 3 PCs, MP, Deputy Police, Fire & Crime Commissioner, and 2 Highways teams.

Met Highways team and inspector on Thorney Lanes- see below;

Midlands Partnership NHS Foundation Trust AGM

Training/meetings: Adult Social Services, Safeguarding & Guardianship; Data protection & Cyber Security; Data protection, cyber security & civil contingencies.

Highways: High volume of emails continue. I am not aware of any Highways issues that are not being done due to the 3-month suspension of the highways program by the current administration.

If clerks do not wish me to send out road closure notices, then please let me know.

Road closures- I have been in email discussion with the highways teams who look after road closures. I have expressed the problems and inconvenience that they are causing, along with the lack of their use, poor signage and directions. Please let me know with details when there are roads closed but they have issues.

Extra's: SCC Care home consultation. I am concerned that the 25-mile limit rather than a 15-mile limit (I have requested the latter) will have a detrimental effect of the lives and well-being of the care home resident, friends and family. Following the SCC Health and Care meeting the request for an extension to the

consultation duration and the forwarding to the councillors and PCs of the consultation documents did not take place.

Numerous emails from charities for assistance LG groups.

Following an invitation, I am attending the Staffs YFC County AGM and Celebration event in October.

Parish updates

Dunstall:

1. Home Farm planning application- on going.
2. Yellow lines, Lichfield Road, Barton. Highways England investigating (reply to be within 28 days).
3. A38 near Lichfield Road, Barton- sweeper noise and dust issue. Highways England investigating.
4. Dangerous tree. Reported by PC a few days ago. I have forwarded the reference number to Highways this evening.

Barton:

1. Barton Brook/Walton Bypass interface. Following excellent long term work by the PC, I have enquired with SCC highways about dredging this section of the brook. Still waiting a response but I will FU this month.
2. At BQLG, it was found that a culvert had been filled in opposite the entrance to the quarry by bypass construction work which may also be detrimental to the free-flowing Barton Brook.
3. Providence Planning Application on-going.
4. Efflinch Road flooding. Landowner had been contacted.
5. Captain's Lane traffic. Awaiting the data for this month's speed and volume survey.
6. Barton Marina car parking. ESBC and Borough Councillors dealing with this.
7. Barton Gate- footpath clearance. Sorted.

Tatenhill & Rangemore:

1. Long term sewage issue at Wilmore Lane with SCC & EA involvement but no resolution. I am organising an onsite meeting to fully understand the issues.
2. S106 traffic calming. Ongoing. Finalising plans and parish consultation required.
3. Manor Farm, Main Street, Tatenhill flooding. Highways looking to do remedial and preventative work with the road closed.
4. Rangemore School & Byrkley Junction. A resident is not satisfied with the reply from Highways. On-going with Speed & Volume survey likely. New pavement signage still an option.

5. Rangemore Mews-road maintenance so that the mews can update driveway. Completed.

Hoar Cross:

1. Applying for CF for Defib. On-going.
2. Request to Highways to remove posts and signs from Thorney Lanes. Awaiting the removal of the signs.
3. Footpath from HXH entrance to Church. Autumn. Imminent.
4. Hoar Cross Hall have place new 'please drive slowly' signage as leaving site.

Yoxall:

1. Thank you to Yoxall PC and Chair Phil Hughes for organising the Local Government Reorganisation meeting for all out parishes. I found it a really good presentation from Robert Pritchard rep SCC.
2. Speed restrictions etc outside the school- ongoing.
3. Children's home planning application. On-going. Investigating the re-instatement of the grass verge.
4. Request for Community Fund money to improve the conservation and management of wildlife and toads at Woodmill Lane. Concerned that the owner of the land is not known and the £300 per day for the voluntary organisation to do the work seems steep. Further information would be appreciated along with a Land Registry enquiry.
5. SID signs- on going
6. Longcroft Lane- use of HGVs. I asked Yoxall PC to discuss with the business owner.

Abbots Bromley:

1. Abbots Bromley Fire Service (part-time) only have 5 crew members instead of 12. They are trying every recruitment opportunity possible. If anyone can help, they would really like to hear from you. I suggested they contact Blithfield and Hoar Cross PCs, but also Newborough parish/residents may be within the designated call out timeframe.
2. Rugeley Turn B5013/4. New signage- poorly placed and one damaged. Ongoing.
3. B5013. Speeding cars/bikes/noise. On-going
Unfortunately, there was insufficient data and numerous competing issues across the county, road changes are imminent. The police have requested that all issues and incidents be either reported on 999, 101 or online, or a diary kept for a meeting with PCSO Leathers in December. I have organised a further meeting in January.
4. Highfields Abbots Bromley footpath. A request has been made for a meeting with ESBC Senior Planning Officer.
5. Footpath over Mires Brook near Cricket pitch needs attention. Fixed.
6. Community Fund request for small football goals behind the village hall. Ongoing.

7. Speed and volume survey to take place on Lichfield Road as SID data is not a recognised formal data method. Speeds of around 100mph recorded on the road that includes the sports pitches entrance. I have advised the PC that even if helpful data is recorded it may not mean that there will be imminent changes to the road due to all the other concurrent issues in the county.
8. Friels Development planning application. Numerous emails to get a resolution. Friels have now received a Highways Development Control report.

Newborough:

1. There is no key to lower the bollard at Abbots Bromley end traffic calming to allow improved access for large agricultural vehicles.
2. Meeting with Highways and Senior Inspector on Thorney Lanes. Maintenance work on-going but there will be improved infill to road hump causing structural damage to a house. Also, investigation of wet 'dips' in the roads is taking place. The Duchy of Lancaster have been in touch and reviewed one of the potential issues/properties.
3. £500 Community Fund for schoolbook corner awarded.

Wychnor meeting:

Issues with HGV on bridge from A38. Advised the meeting to contact the house developer and Kid's Village development to explain issues. Signage will take time and is on-going.

Branston: Henhurst Hill/Shobnall Road/Rough Close

1. B5017 Wt restriction formal consultation- on-going.
2. Aviation Lane play area. 3 trees as part of the Community Fund.

Thank you for your feedback and positive response from this brief monthly report/notes. I realise that there are probably grammatical errors etc, but I think I have spent enough time on it. Again, please get in touch if there is anything not mentioned or not understood.

Barton under Needwood Parish Council - Receipts and Payments Monthly Summary

2025-26

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	1,220.00	140.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,470.00		
Interest	20.48	23.87	25.10	23.38	21.23	14.18	0.00	0.00	0.00	0.00	0.00	0.00	128.24		
ESBC	41,146.13	0.00	0.00	0.00	0.00	41,146.12	0.00	0.00	0.00	0.00	0.00	0.00	82,292.25		
LA Other	932.50	0.00	0.00	0.00	0.00	932.50	0.00	0.00	0.00	0.00	0.00	0.00	1,865.00		
Burial Ground	2,235.00	185.00	3,060.00	1,950.00	480.00	1,545.00	0.00	0.00	0.00	0.00	0.00	0.00	9,455.00	16,000	-6,545
Fishpond	409.00	260.00	130.00	228.00	316.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,343.00	2,500	-1,157
VAT	0.00	0.00	11,143.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,143.16		
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	116.80	0.00	92.18	0.00	0.00	67.30	0.00	0.00	0.00	0.00	0.00	0.00	276.28		
Grants/donations	50.00	8,322.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,372.08		
Total Income	46,129.91	8,930.95	14,560.44	2,201.38	817.23	43,705.10	0.00	0.00	0.00	0.00	0.00	0.00	116,345.01		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	8.50	34.25	0.00	18.88	18.75	10.20	0.00	0.00	0.00	0.00	0.00	0.00	90.58		
Salaries	3,682.12	3,806.67	3,464.72	3,806.67	3,807.38	3,521.80	0.00	0.00	0.00	0.00	0.00	0.00	22,089.36		
Lengthsmen	195.40	259.38	195.40	244.46	195.40	195.40	0.00	0.00	0.00	0.00	0.00	0.00	1,285.44		
HMRC	0.00	967.25	1,556.57	1,294.44	2,345.34	1,510.89	0.00	0.00	0.00	0.00	0.00	0.00	7,674.49		
Nest Pensions	183.28	0.00	183.28	183.28	183.28	407.70	0.00	0.00	0.00	0.00	0.00	0.00	1,140.82		
Admin	1,660.47	1,976.74	1,464.68	854.10	107.99	794.77	0.00	0.00	0.00	0.00	0.00	0.00	6,858.75		
Donations	0.00	157.50	25.00	40.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352.50		
Parks	13,370.37	405.97	2,398.45	1,479.79	1,207.85	1,316.65	0.00	0.00	0.00	0.00	0.00	0.00	20,179.08	24,213.00	4,033.92
Burial Ground	20.00	0.00	0.00	366.66	149.65	789.03	0.00	0.00	0.00	0.00	0.00	0.00	1,325.34	5,000.00	3,674.66
Allotments	0.00	0.00	0.00	0.00	95.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.77	2,152.00	2,056.23
Fishpond	425.24	0.00	297.28	394.34	127.00	1,220.75	0.00	0.00	0.00	0.00	0.00	0.00	2,464.61	2,500.00	35.39
Capital Exp	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		
Maintenance	0.00	32.21	69.21	60.84	82.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.68		
Car Park	0.00	0.00	0.00	0.00	0.00	1,161.65	0.00	0.00	0.00	0.00	0.00	0.00	1,161.65		
General payments	360.00	2,690.08	0.00	19.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,069.38		
Projects	0.00	4,958.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,958.00		
PEC	179.99	100.00	0.00	567.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	847.37	3,500.00	2,652.63
VAT	2,860.26	1,011.07	548.75	436.07	252.99	683.16	0.00	0.00	0.00	0.00	0.00	0.00	5,792.30		
Total Spend	22,945.63	16,399.12	10,203.34	9,766.21	8,703.82	11,612.00	0.00	0.00	0.00	0.00	0.00	0.00	79,630.12		

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

30-Sep-25

Lloyds Business Account	£	1,972.51
Lloyds Commercial Instant Access Saver	£	55,477.29
Unity Trust Bank Instant Access Saver	£	81,156.32
National Savings	£	35,189.06

Total Bank Balances**£ 173,795.18**Add Credits not on Statement£0.00 **£ 173,795.18**Less unpresented payments:-£0.00 **£ 173,795.18****Opening Balances :-****Bank Statements as at 31st March 2025**

Lloyds Current A/C	£	2,000.00
Lloyds Deposit A/C	£	18,771.11
National Savings	£	81,156.32
Petty Cash	£	35,189.06

Parish Council -

Total £ 137,116.49

<i>Add Receipts to date</i>	£	116,345.01
<i>Less Expenditure to date</i>	£	79,666.32

Total Cash and Investments as at -

£ 173,795.18**Difference** £ -RFO, S. Rumsby

Barton under Needwood Parish Council -

Schedule of Payments presented to Full Council
(invoices and quotations emailed with meeting pack)

02/10/2025

		£	£	£	Allocation
Payee	Description	Value Gross	VAT	NET	
Salaries total		3,739.25		3,739.25	HR
Nest Pension Scheme		189.16		189.16	HR
HMRC		1,330.55		1,330.55	HR
Lloyds	Bank Charges	17.96		17.96	Admin
Sky mobile	mobile phone and CCTV data	44.00		44.00	Admin & CA&E
JPS	Grounds maintenance Sept	1,413.42	235.57	1,177.85	CA&E
Hulls Environmental	Pest control	98.00	0.00	98.00	CA&E Fishpond
SSE Energy	Fisphond electricity	385.11	18.34	366.77	CA&E Fishpond
Burton Skip Hire	Skip	220.00	36.67	183.33	CA&E
Ed Sharkey	Reimbursement padlock Collinson Pk	16.79		16.79	CA&E
BT Group	Landline and Broadband	231.26	38.54	192.72	Admin
Amazon	Sign for Fishond electricity box	4.78	0.80	3.98	CA&E Fishpond
Axis	Topo survey Fishpond	1,020.00	170.00	850.00	Admin
Vision ICT	Email hosting annual	336.00	56.00	280.00	Admin
Vision ICT	Website hosting annual	261.60	43.60	218.00	Admin
SPCA	Training - planning CW, Cllr Intro CD & JS	126.00	21.00	105.00	Admin
S. Gaynor	Autumn planting - up to	350.00		350.00	CA&E
Screfix	Combi padlocks x 3	50.37	8.40	41.97	CA&E
Country Services	Petrol for equipment	24.50	4.08	20.42	Maintenance
Source for Business	Water - Allotments (Dec-July charge)	263.60		263.90	CA&E
			Total	9,489.64	

Highlighted items are contracted, urgent or authorised from committee budgets for ratification

Notifications:

Electricity - Fishpond pump

Change in rate

Standing Charge

Day Rate

Night Rate

Previous

291.98 p/per day

36.68 p/kWh

32.01 p/IWh

New

291.98 p/per day

38.38 p/kWh

31.43 p/kWh

Signed:

Barton under Needwood Parish Council

Notes of the Planning Committee Meeting 22nd September 2025

Present: Cllrs Lord, Wallace and Roger Bell as co-opted member

Apologies: Cllrs Hassall and Sharkey

Declarations of Interest: None

P/2025/00828 2 Barton Gate Erection of a porch

Resolved: No objections in principle to the proposal for a porch, but the design feels too large for the scale of the cottage with the top of the pitch touching the eaves of the roofline. It feels out of proportion to the character of the cottage, and it, therefore, becomes a statement in itself, rather than being a subsidiary accompaniment to the building. As such, we feel that the design is probably contrary to Policy DP 1 in terms of its shape, volume and height. By extension, it is also, therefore, probably contrary to Policy SP 24 regarding the need for all new proposals to make a positive contribution to their surroundings.

P/2025/00696 24 Causer Road Removal of one limb and overall crown reduction up to 1.5m of one English Oak tree (T2 of TPO 388)

The applicants have noted that the tree is not diseased and is causing no damage to the property. The applicants state that the proposed works were conditionally approved in an earlier application (P/2019/01387), albeit by previous owners. The proposal is to remove a “partially connected hung up limb” and an overall crown reduction of a maximum of 1 m. The applicants would also like to request the pruning back of the overhanging garden boundary by up to 1.5m, to allow light into the garden.

Resolved: The Parish Council feels the photographs accompanying the application show a magnificent oak which we assume fulfils a substantial amenity role to the character of the area. The application is not accompanied by any tree specialist’s report to justify the work. Whilst the applicants refer to a partially connected limb, it is not clear what this actually means, and whether it is dangerous. In view of what appears to be the considerable amenity value of the tree, we do not feel that the applicants have provided sufficient information to justify the proposed works for the crown reduction and the overhanging garden boundary. We would obviously defer to ESBC’s Tree Officer to inspect the partially connected limb to assess what action should be taken.

P/2025/402 Lichfield Road Erection of two storey front extension with dormer, first floor side extension, raising of ridge height, erection of storm porch and changes to fenestration

Resolved: No objection in principle, especially as the dormers seem to fit in neatly. We are just uncertain as to how what appears to be two large patio doors and consequently the amount of fenestration on the front elevation suits the character and context of the property in accordance with Policy DP 1.

Report on Local Government Reorganisation

Resolved: Since the draft report was discussed at the Parish Council meeting on 4th September, it has come to light that various bodies have now been critical of the costs associated with the local government reorganisation proposals for strategic and merged unitary authorities. It was, therefore, felt that we needed to add a paragraph to reflect this issue.

Rhosyn Farm

An e-mail has been received regarding the Parish Council's comments about the planning applications at Rhosyn Farm.

Resolved: That the Parish Council responds explaining the reasoning for their comments.

Barton Marina

Cllr Lord raised the issue of the proposed parking charges at the Marina car park. Following discussions at the Parish Council Meeting 4th September, Siobhan had contacted ESBC to enquire whether planning permission was required. They had now responded and confirmed that the car parking infrastructure, including CCTV and ticket machines etc. did indeed require permission. Cllr Lord was concerned that the parking charges might be introduced without the necessary permissions and he has suggested a response to ESBC regarding this issue:-

Dear David,

Thank you for your reply to the Parish Council enquiry regarding whether the CCTV/ANPR, ticket machines and the signage needs planning consent. You confirm that this is the case, and a retrospective planning application is required. This enquiry was made following concerns raised by local businesses and residents.

We are pleased to receive this confirmation which aligns with separate advice obtained from a planning expert. The benefit of a planning application for this development is that it will allow a proper consideration of the concerns of all parties and in particular SCC Highways regarding the impact of parking of displaced vehicles on highway safety.

We do have a concern that there is no timescale for the submission of a retrospective planning application. We are also concerned that the owner of the equipment could commence its operation prior to determination of a planning application.

Please can you confirm, in the event, that the owner does commence car park charging, without the benefit of planning consent, that the Council will take enforcement action to prevent this unconsented activity.

Date of Next Meeting

Monday 6th October 2025

Parish Council Meeting 2 October 2025

Report of the Planning Committee

English Devolution

Local Government Reorganisation

The Borough Council has recently been eliciting responses to an on-line questionnaire regarding proposals for local government reorganization within Staffordshire. This reorganization proposes a merging of 6 existing local authorities – Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford and Tamworth – into a unitary structure. The confines of the questionnaire are somewhat limiting in terms of what the Parish Council would like to say and, therefore, we have produced this more in-depth report as a means of raising issues about their role in such a reorganization.

Strategic and Unitary Authorities

We need to step back a little to try and put this questionnaire into its context. In December 2024, not long after coming into office, the present government produced a White Paper on English Devolution. A White Paper is generally produced as a prelude to legislation. The aim of the White Paper is summed up nicely within the first paragraph of the Executive Summary, ***“England is one of the most centralized countries in the developed world. Devolution across England is fundamental to achieving the change the public expect and deserve: growth, more joined up delivery of public services and politics being done with communities not to them”***. Instead of maybe setting out a range of options as to how this might be achieved, the White Paper is prescriptive in its solution – universal coverage in England of Strategic Authorities. These will be a kind of new regional authority, with the long-term ambition that they will be led by Mayors who will chair the authority and lead strategic planning. The existing situation in London and the West Midlands will provide the model for this arrangement. There is a lot in the White Paper about the role of Mayors and so it looks like the Government is seeing this role as the publicly recognizable figurehead for each Strategic Authority.

Existing below this level will be one or more unitary authorities. The consequence of this reorganization is that the existing two-tier structure will be abandoned in favour of one joined-up authority providing all the services currently run by both district and county. The White Paper notes that unitary councils can lead to better outcomes for residents, save significant money, which can be reinvested in public services, and improve accountability with fewer politicians who are more able to focus on delivering for residents. It also proposes to rebuild local authority workforces and modernize how councils do business. As far as planning is concerned the government wants to move towards a universal system of strategic planning. All strategic authorities will be required to develop Spatial Development Strategies. Where the strategic authority covers multiple local authorities, members will need to work together to deliver these plans. The White Paper notes that the

government wants to move quickly with the preparation of these plans and where a strategic authority might not be in place then the government will take power through the Planning and Infrastructure Bill to direct defined groups to deliver a strategy. The Spatial Development Strategy is intended as a vehicle for delivering the government's housing targets. Provision will be made for an obligation to apportion an assessment of the housing need across its constituent members, based on the government's national calculation for each district area. Local plans should be in conformity with the Strategic Development Strategies, but, according to the White Paper, local planning authorities should not delay in their preparation of local plans. Spatial Development Strategies will be required to be completed quickly to ensure universal coverage in a reasonable timeframe.

The Government has invited reorganization proposals from local areas and set a deadline for this of November this year. Invariably this means existing districts and boroughs combining in some shape or form to make up the unitary authorities. The rules for this indicate that mergers are to be along existing local authority areas, and the target population is to be 500,000 or thereabouts. And hence there is a current proposal for the merging of these six authorities into a new Southern and Mid Staffordshire unitary authority. This proposal has apparently been developed in parallel with a similar case for a Northern Staffordshire unitary authority. The six authorities' Interim Report acknowledges that the final proposal, in terms of geography of the two new unitaries, will be determined by the need to secure financial stability and how it supports a wider devolution settlement for Staffordshire as a whole. This suggests that the situation is still very fluid and could change as a result of this round of local consultations. In addition, options for the geographical coverage of the Strategic Authority are still being considered.

It is interesting to note that the Interim Report states that none of the local authorities were actually seeking local government reorganization, but that the southern authorities recognized the opportunities that devolution could bring in terms of powers and resources. The total population of the 6 districts is 674,676.

Since we first drafted this report, we have become aware of increasing criticism about the potential costs associated with the Government's proposals for reorganisation. Ministers have tended to promote reorganisation as a potential cost saving measure which could then result in re-investment in public services. We understand that the Government's figures were based on an assessment undertaken in 2020 which suggested cost savings of £2.9bn over 5 years. A recent report by the County Council Network, however, indicated that reorganisation could actually cost £850m over 5 years and deliver no savings if 58 new councils were created with a minimum of 300,000 population. Similarly, the District Councils Network has suggested that mega councils with populations of half a million could be imposed on areas when there is no independent evidence to justify councils of this size and when many large councils created previously are struggling.

Clearly, as a Parish Council we are not in a position to comment on the veracity of these costs. As a Government and as a country we seem to be in the middle of a period of severe constraint on public finances. We, therefore, feel we must ask the question that if savings cannot be achieved so as to be reinvested then should the reorganisation of local government continue to be pursued as a priority at the present time?"

Role of Parish Councils

So, what are we to make of this Devolution White paper and, by extension, the proposal for a South and Mid Staffs unitary authority? We are the third or first tier of local government, depending on how you view the Parish Council's position in the hierarchy. This will not change within this reorganisation, as there will be a strategic and a unitary authority. No changes are proposed for Parish and Town Councils

Previous governments have made half-hearted attempts at more strategic government – you may remember government offices being set up in the regions from a few years ago. Housing growth targets for each local authority area were decided by an unelected regional agency, not that long ago. Both bodies, however, were subsequently abandoned. Achieving some form of strategic planning at a level lower than central government is laudable and certainly better than the top-down approach to a national assessment of housing growth figures for each local planning authority which we have at the moment.

What may be appropriate in Battersea may not work in Barton and so some form of devolved local government which reflects more local needs and issues is again to be welcomed. If the government means what it says and is serious about devolving powers, then it begs the question of what role does central government play? Does this mean that it will withdraw from national directions and allow the Strategic Authorities to develop their own guidelines which better reflect their areas. In planning, for example, would there still be a need for National Planning Policy guidance? Would this be prepared by the Strategic Authority? Would there still be a need for the backstop of the Secretary of State to call in planning applications, especially if there were a comprehensive system of universal Spatial Development Strategies, which no doubt would have to have some form of approval by central government in any event? It seems to us that the debate still needs to be had between what strategic powers central government will retain and what powers Strategic Authorities will be allowed to exercise.

From the perspective of a Parish Council, we find it very disappointing that the White Paper does not really address the role of Parish and Town Councils. There is perhaps a hint of hypocrisy in the government's laudable aim of wanting to devolve more powers and to get away from the one size fits all mentality, it is doing precisely this by implementing a one size fits all solution of strategic and unitary authorities.

There is also irony in the government's desire to want to ensure that local communities and neighbourhoods have a greater say in their future while at the same time creating local authorities with a population of half a million people or more. This will potentially mean that local communities are further distanced from local government. The Councils' Interim Report recognizes that a unitary authority must be delivered in a way, ***“that enables stronger community engagement and delivers genuine opportunities for neighbourhood empowerment”***. The Government Minister, in response to a query about the role of Parish Councils stated, ***“We will rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice”*** (Jim McMahon Minister of State for Local Government and English Devolution 28th February 2025).

These are all fine words, and we are sure that they are well intentioned, but they have to mean something in practice. At present there is not enough detail about how this rewiring will be enacted or indeed how the proposed unitary will deliver genuine empowerment. It seems to us that the reality of this proposed reorganization is that Parish Councils and individual residents will be further removed from contact with their local authority than they are now. Yes, we are sure technology will be embraced to enable a better relationship, but with the best will in the world there is not going to be the same level of representation in a local authority with a 500,000 population as there is in East Staffordshire with a population of 124,000. It will surely be inevitable that local ward members will have larger geographical areas and populations to deal with and so they will not have the same rapport with Parish Councils. They will not be able to attend Parish Council meetings on any regular basis and understand the detail of their needs and, as a consequence, they will begin to lose touch with local people and their concerns. The fear then becomes that particularly rural concerns and issues will be ignored and lose any priority over the perceived greater and ever present need to tackle the most deprived areas.

The Parish Council's current engagement with both East Staffs and the County Council is a bit hit and miss. Sometimes both the County and Borough Councils can be very receptive, and we have generally had a good relationship with the local ward members. But at other times, we can be waiting several months for responses to correspondence. Simple queries can go unanswered and for a Parish Council which takes its duties seriously this can be very frustrating. We appreciate that local government has suffered for more than a decade from government cutbacks. We know that, again using the planning department as an example, East Staffs is short staffed, and only have the use of a conservation officer for one day a week. This is really unacceptable and so if English Devolution is going to mean anything and the government is going to live up to the White Paper's ambitions then whatever is proposed must be better than what it is now. The government's proposed Unitary Authorities must tackle the issues of capacity, staffing levels and accountability. It must set up structures so that the voice of rural areas within these large unitary authorities is not lost and it must ensure that the community voice is genuinely engaged, and that the role of Parish Councils is clearly defined and responded to.

In general terms, however, the notion of a joined up and fully staffed and resourced unitary authority is to be welcomed. Again, from a planning standpoint it will be refreshing to think that we may be able to discuss transport issues within the wider context of the needs of the village.

We have no strong views about which local authorities East Staffs should merge with. The Parish now falls within the Lichfield parliamentary constituency so some allegiances with Lichfield may already exist. We would just like a large unitary authority to be staffed to an appropriate level to be able to respond to queries and deal efficiently and effectively with Parish Councils and local residents. Burton does have strong historical and geographical links with Swadlincote and South Derbyshire – the Drakelow housing development was always seen as an extension to Burton, for example. So, it is perhaps unfortunate that the option of merging with South Derbyshire does not appear to have been considered, notwithstanding any complications of crossing not just a county but also a regional boundary.

The Parish Council in 2024 undertook a survey of local residents and so we feel we have a reasonable up to date idea of the village's concerns and issues. The Parish Council has also recently commented on a planning application for 70 houses in the village. Through this process we have become aware of local capacity issues. We know that both the Infant and the Junior schools are more or less at capacity. We were also told that the Barton Family Practice would have difficulty in coping with the demand generated by an additional 70 houses. This application has also highlighted the local problems regarding the capacity of the sewage works and the drainage system. Whilst the public utilities and NHS fall outside the scope of local government, as such, we would hope that a more forward-looking unitary authority covering such a large area and population would be able to work jointly with these responsible bodies, so as to ensure capacity issues are at least recognized and that appropriate arrangements are made to improve the infrastructure.

As far as the survey is concerned, we can perhaps highlight a list of issues: -

- Blocked highway drains and potential flood risk;
- The need to ensure local businesses continue to thrive and the village centre remains robust and sustainable;
- Potholes!!
- Through traffic and parking;
- The mobile signal;
- Need for increased police presence to deal with anti-social behaviour;
- Re-open Barton and Walton railway station.

No doubt these sorts of concerns will be common to most parishes and areas within a combined unitary authority. We set them out so that you can see that there will be a need for joined up thinking not just within the authority itself but also with the appropriate outside bodies.

Recommendation

That this report be submitted to the Chief Executive of East Staffordshire Borough Council as representing the views of the Parish Council on the government's White Paper on Devolution and the proposed Southern and mid Staffordshire Unitary Authority



Attendees: Councillors Sally Bedford (Chair of Committee) (SB), Ed Sharkey (ES), Margaret Hassall (MH), Jo Sellers (JS), Susie Millar (SM)

1. Attendance and apologies

Councillor Bedford welcomed everyone to the first meeting of the PEC Committee. There were apologies from the Parish Clerk.

2. Minutes from the meeting held on 28th July 2025

The minutes were approved.

3. Outstanding actions

Actions from PCCC meeting

ES to share questions from the evening. Survey agreed to find out if people's experiences in the village is any better as a result of the meeting March 20th, 2025. ES and SM to liaise about putting the survey on Facebook. We can share survey results with PCFC and ask him for an update.

VE day lessons learnt

SB had met with Sue Van Daesdonk to discuss lessons learnt from VE Day. SVD said it was very hard work for a small group of people. She summarised the following points;

- You need a proper purpose that the village can get behind such as the Coronation or VE Day. Without this the event will fail.
- You need a group of people who are really committed to the event and doing the work to plan it, organise it, set up on the day and clear up afterwards.
- You need a lot of Marshalls for road closure lasting all day,
- The commitment shown by Gerry and Jeannette Taylor over many years has been significant to the success of recent events.
- Proper briefings should take place with all volunteers before the event starts.
- Detailed risk assessment required.

VJ Day

MH,DL and SM were all in attendance. The event went well, it was simple and respectful.

4. Remembrance Day

Risk Assessment

An up to date risk assessment needs to be developed. DL to provide risk matrix, to score impact and likelihood of the risk, SB to work with SR to develop the risk assessment. The 2022 template shared needs updating and the excel template produced by a former Councillor.

Actions

SM offered to redo First Aider Training, which PEC members agreed to support the training for events. SR to link with SM to identify training.

Detailed action list attached.

5. Christmas Lights Switch on

Risk Assessment

SR had developed a detailed template last year for this event. The template should now include the risk matrix as outlined for the Remembrance Day.

Actions

Detailed action list attached.

6. Future events

Music Festival- It was agreed to work with the Holland Sports Club to explore opportunities for something around the opening of the new Club House in 2027.

Barton Brook Working Party

ES to draft a letter go out to all houses along the brook for the working party to clear up the brook on Saturday 18th October. Note to give advance warning and call for volunteers on Facebook. SM to send Facebook message out.

Parish Council Christmas night out

SB to email Councillors to see if they wished to attend a Christmas night out on either 11th or 18th December. A similar format to last year, which involved a hot buffet, cost around £15 per person seated in the old conservatory areas. Partners welcome.

7. Barton Business Community

It was agreed the first meeting of BBC would take place in the Village Hall on Sunday 19th October from 1pm-3pm. ES to book the room. These sessions would run every 4 months and involve a range of speakers, JS to lead the session on behalf of BPC and source speakers. Skinny Kitten and the Deli had agreed to provide some refreshments. SM to push the date out on social media.

8. Social media

SM explained she now has 7000 members on the Facebook site she runs, with another 5000 on the other village site (some duplication). In comparison the BPC FB site has about 1000 followers. This means we have a greater reach using Susie's this forum.

Future articles include Brook Working Party and Flood Updates, BBC, setting up a pool of Marshalls with a focus on Remembrance Day and the Christmas Tree lights.

Chime Magazine- next article to include flood working party and gauge, planning proposal for housing update and BBC

9. Policies

Reserves Policy required by Finance Committee. SR to liaise with Councillor Naylor.

Digital and Data Protection Policy required to define what information we gather and why. SB to source template policies.

10. Any other business

SB and MH had met to talk through how we set about improving engagement with the three schools in the village. Since then MH has arranged visits to the Infant and Junior Schools on 18th September. SB and MH will arrange a visit to JTHS in early November where we can discuss a PC Prize as well as involving the school in more of the PC's business.

Defibrillator no longer working at TRJS, no maintenance checks carried out.

JS and SM offered to bring refreshments to future meetings, which was enthusiastically agreed.

SM volunteered to be the Elf for Santa's Grotto for the Lights switch on. SB to speak to Gerry Taylor to see if he wanted to be Santa this year.

SB to speak to Gerry Taylor about the Flag pole and the Flags.

11. Date of next meeting

The next meeting will be held on Wednesday 22 October at 7pm.

Risk Management For Review and adoption by Barton under Needwood Parish Council 2

3 October 20254

This document was prepared by: Siobhan Rumsby

Reviewed and adoption by Barton Parish Council:

Chairman of Council Signature



Cllr E Sharkey

Clerk Signature Siobhan



Rumsby

Next Review Date: Ongoing

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

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

FINANCIAL AND MANAGEMENT

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

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Full review of renewal costs every three years – next due 2027	Insurance policies/schedules to be kept for 21 years in fire proof cabinet	
	Public Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Employers Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Money	L	Insurance at £250,000 In transit £2,500 Private residence of member or employee £500 In locked safe or strongroom £5,000		Clerk and Councillors
	Fidelity Guarantee	M	All employees - Insurance at £250,000		Clerk and Councillors
	Property	L	Buildings £4,513 Contents £108,000 Street Furniture £120,000 Walls Gates Fences £48,000 Playground Equipment £120,000 CCTV £6,668 War Memorials £90,000 Ground Surfaces £37,142 Garden Equipment £30,000 Regalia £782		Clerk and Councillors
	Libel and Slander	L	Insurance at £250,000		Clerk and Councillors
	Personal Accident	L	Death £100,000 Permanent total disablement		Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Whilst carrying out official duties Ages 16-75		£100,000 Temporary disablement £200 p/w (up to 104 weeks) Partial disablement £100 p/w (up to 104 weeks) Amount reduced to £10,000		
	Ages 76-85				
	Employees/Councillors Accident and assault cover	L	Death £1025,000 Loss of limb(s) eye(s) hearing £10,000 Permanent total disablement £10,000 Temporary disablement £20100 p/w Temporary partial disablement £150 p/w (up to 104 weeks)		Clerk and Councillors
	Excess	L	To be set aside as a Reserve in case of any claim, insurance schedule details different excesses payable		Clerk and Councillors
	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council receives monthly budget updates. As part of the annual budget setting process, the Council receives a budget report, including actual position and projected position to	Review starting in December with budget process. Confirm precept requirement in January	Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget categories, and individual committee budgets, the total of which is resolved to be the precept amount to be requested from East Staffordshire Borough Council.		
Precept	Insufficient available funds to meet the Council's spending requirements and commitments	L	A full budget needs to be submitted prior to the Precept request. This should include funds placed in reserve for future projects, a contingency fund and three months' running costs. Additionally, the Council maintains reserves which act as a buffer against any overspend of budget.	Existing procedure adequate	Clerk and Councillors
Budget Provision and Reserves	Work awarded incorrectly	L	Normal Parish Council practice is to seek, wherever possible, more than one quotation for any substantial work undertaken. For major work competitive tenders must be sought. If problems encountered with a contract, the Clerk would	Procedure in Financial Regulations	Clerk and Councillors
Best Value Accountability	Overspend on services	M			

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			investigate the situation and report to the Council. If problems encountered with a contract, investigations to be made and reported to the full Council.		
Contracts and contractors	Maintenance contractors	L	Refer to Standing Orders for award of contracts. Competitive tenders are sought. Initial contracts awarded for 12 months. If problems encountered with a contract, investigations to be made and reported to the full Council. Subject to satisfactory performance, subsequent contracts are awarded for three years.	Report on performance and review when appropriate	Clerk and Councillors
Payroll and Salary	HMRC RTI Information – submit within time limits	L	Salary payments should be entered on the RTI Tools software and uploaded to HMRC on a monthly basis. Pension payments set up by Direct Debit and monthly schedule completed by Clerk.	Current procedure adequate	Clerk / HR Committee
	HMRC End of Year Submission / P60 – submit within time limits	L	The Council must complete the End of Year Submission online within the HMRC timeframe	Current procedure adequate	Clerk / HR Committee
	Salary paid incorrectly	L	Salaries agreed by full Council and paid monthly. Online payments of funds are controlled by two	Existing procedures adequate	Clerk / Councillor Mandated signatories

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			authorising Council Members via the bank's online process.		
	Unpaid tax to HMRC	L	Clerk ensures correct HMRC payments made by the due date	Existing procedures adequate	Clerk / Councillor mandated signatories
	Fraud by staff	L	Requirements of Fidelity Guarantee Insurance adhered to with regards to fraud.	Existing procedures adequate	Clerk and Councillors
Employees	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their role.	Monitor health and safety requirements and insurance annually	Clerk and Councillors
	Clerk resignation / sickness / death	L	Councillors may act in a temporary capacity at nil pay. Contingency required for advertising, sickness cover etc – Exit Policy to be drafted indicating whereabouts of documents, cheque books, PAYE information etc.	Review contingency in budget annually Exit Policy to be considered.	Clerk / HR
	Employer Liability / legislation	L	Comply with Employment Law Carry out Health and Safety Checks, Risk Assessments in accordance with Policy Council maintains membership of Staffordshire Parish Councils Association including National Association of Local Councils and receive regular updates on any changes to employment policy.	Review and adopt any changes to Health & Safety Policy, Lone Working Policy, Grievance Procedures, Equal Opportunities Policy and any others necessary. Carry out annual appraisals, salary reviews	Clerk / HR

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FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Clerk membership of Society of Local Council Clerks to be maintained for support and advice		
Bank and Banking	Inadequate checks	L	All expenditure is subject the review and approval processes requiring dual approval. Refer to Financial Regulations which set out banking procedures	Existing procedure adequate	Clerk / Councillors
	Bank mistakes	L	Monthly reconciliation identifies any errors	Existing procedure adequate	Clerk
	Cheque mistakes	L	Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors. Payments agreed on Schedule at the PC Meeting. Cheque, cheque counterfoil, invoice and schedule to be signed or initialled	Existing procedure adequate	Clerk and cheque signatories
	Online Payment mistakes	L	All online payments are subject to dual approval		
	Credit references	L	The Bank performs credit references on cheque signatories	Existing procedure adequate	Bank
	Non-performance/ delivery of third parties	L	Avoid pre-payments wherever possible. Vet suppliers thoroughly	Existing procedure adequate	Clerk and Councillors
	Information communication	L	Financial information is a regular agenda item (Finance Report) with recommendations put forward by the Finance Committee then		Clerk and Councillors

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			discussed / reviewed and approved by full Parish Council		
Financial reporting	Annual accounts	L	Accounts to be closed at Council Year End 31 March and final Statement submitted to April / May Parish Council meeting for scrutiny and agreement. Clerk / RFO and Chairman to sign off.	Existing procedure adequate	Clerk and Councillors
	Inadequate records	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate	Clerk and Councillors
Financial Records	Financial irregularities	L	Accounts are inspected at regular Finance Meetings and any discrepancies would be highlighted	Existing procedure adequate	Councillors
Grants	Payment of Grants and Power to pay using S137	L	Ensure that the donation is acceptable to pay under S137 or General Power of Competence. All such expenditure goes through the required Council process of approval, minuting and listing accordingly if a payment is made using S137 power of expenditure	Existing procedure adequate	Clerk and Councillors
Charges – rents	Payment of rents	L	Any rents receivable (Allotments, Holland Sports Club) are requested by the Clerk and chased for non-payment; rents payable (SCC) are paid within time frame indicated on invoice received	Existing procedure adequate	Clerk and Councillors
VAT	Reclaiming	L	The Council will make at least one reclaim per year using the 126 form	Existing procedure adequate	Clerk

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			after the close of the year end provided the reclaim is for more than one calendar month and is over £100. The order must have been requisitioned by the Council, the invoice made out to the Council or the Clerk and the payment made from Council funds.		
VAT	Charging	L	The Council is not currently registered for VAT	Existing procedure adequate	
Audit	Annual Return - complete and publish within time limits	L	<p>External Audit Annual Return completed and signed by the Internal Auditor and then completed and signed by the Chairman and Clerk / RFO and published on the website within the specified timeframe.</p> <p>If the PC payments and receipts fall below £25,000 the PC may agree that there is no need for a Limited Assurance Review and that Exemption is acceptable; the Certificate of Exemption must be completed and sent to the External Auditor by 30 June. All paperwork must still be completed and published whether or not it is sent to the External Auditor.</p>	Existing procedure adequate	Clerk and Chairman

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			The PC may still have a Limited Assurance Review and the paperwork must be completed and sent to the External Auditor and published on the website in the usual way.		
Audit	Public inspection of documents	L	By appointment only, at the Village Hall or other convenient public place. For the safety of the Clerk, the public are welcome to inspect documents, but with a Councillor present.	Existing procedure adequate	Clerk and Councillors
	Internal Audit	L	Independent Internal Auditor appointed and recommendations reviewed and followed	Existing procedure adequate	Councillors (with advice from Clerk)
	Review of Effectiveness of Audit	L	The Council must review its requirements of the internal Audit including scope, independence, competence, relationships and planning following the completion of the Internal Audit.	Existing procedure adequate	Council
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used.	Ensure relevant Power referred to.	Clerk and Councillors
Minutes / Agenda / Notices and Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements including publishing	Existing procedure adequate	Clerk

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			on the Agenda and Minutes section of the Parish Council website (www.bartonunderneedwood-pc.gov.uk) Minutes are circulated in advance of the meeting, approved and signed at the next full Council meeting.		
	Standing Orders	L	Reviewed Annually in May Adopted May 2024	Revise and review at adequate intervals	Full Council
	Financial Regulations	L	Adopted in May 2024 Reviewed Annually in May	Revise and review at adequate intervals	Full Council
	Code of conduct	L	Adopted May 2024 Reviewed annually in May Councillors issued with the document on taking office and conduct themselves in accordance with the Code of Conduct.	Existing procedure adequate Consider pledge to Civility and Respect Project	Clerk and Chairman Full Council
Council Records	Paper	L	Loss through, fire, theft, damage. The Parish Council records are stored at the Village Hall in the fire-retardant filing cabinets. Records to be kept for the required amount of time and when disposed of, shredded.	Damage (apart from fire) and theft is unlikely – there are smoke detectors and fire alarms at the hall and the hall is locked when empty.	Clerk and Council

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

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

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Parish election is obtained in advance from the Borough Council	costs of a by-election are low.	
Members' Interests	Register of members' interests	M	Councillors must complete a form on election which must be sent to East Staffordshire Borough Council for publication on their website. Councillors are responsible for ensuring that their own register of member's interests is kept up to date. Register displayed at on the Parish Council and Borough Council websites	<u>Review Annually ROI completed for each financial year and published on the websites</u>	Councillors
Council Meetings	Recording of meetings	M	Members of the public are requested to inform the Chairman if they wish to record the meeting.	Parish Council will also record if <u>deemed appropriate necessary</u>	Chairman
Burial Ground	Loss of income from Burial Ground Receipts once capacity is reached	M	<u>Review on an annual basis. Internal auditor recommended building up reserve funds</u>	<u>Assess whether reserve funds need to be built up Funds to be budgeted as an ongoing cost</u>	Councillors

ASSETS and PROPERTY					
Subject	Location	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
War Memorial	The Square, Main Street, Barton	M	Stone structure in garden surrounded by chain linked bollards.	Annual inspection to be carried out in June	Councillors

Benches and street furniture owned by the Parish Council	Main Street, War Memorial, Collinson Park, Fishpond	M	All secured by bolts, screws etc. Regular monitoring, reporting to the Council, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council.	Annual inspection to be carried out in June	Parks and Open Spaces Committee <u>CA&E Committee</u>
Collinson Park Play Equipment	Collinson Road	M	Inspections carried out at required intervals and any maintenance, repair or replacement as required carried out using personnel deemed qualified by the Council.	Annual inspection to be carried out in June Weekly safety checks	Playdale Play Equipment <u>Recognised supplier</u> Groundsman / Parks & Open Spaces Committee <u>CA&E Committee</u>
Memorial Wall	Burial Ground	L	Wall erected in 2013, regular inspection to be made to ensure stability. Plaques to be inspected to ensure adequately fixed.	Annual inspection to be carried out in June	Burial Ground Committee <u>CA&E Committee</u>
Memorial Headstones, Gates, Fencing & Equipment	Burial Ground, Collinson Park, Fishpond, Allotments	L	All structures to be inspected regularly to ensure safety. Plumbing to be checked at Allotments Fishpond pump and associated equipment checked quarterly	Annual inspection to be carried out in June Topple test to be carried out every 5 years. Bailiffs	Councillors <u>CA&E Fishpond Committee</u>
Trees	Various locations on Parish Council land	L	Storm damage, disease, loose limbs, branches Health checks to be carried out to determine safety. Full report and maintenance requirements to be brought before full council unless risk to public and property high,	Inspection every three years to be carried out in June and following high winds, floods.	<u>CA&E Parks & Open Spaces Committee</u> Clerk

			then Clerk to arrange any urgent tree work. Lengthsman reports any damage.	Lengthsman patrols village on a weekly basis.	
Waste Bins	Collinson Park	M	Subject to vandalism, theft Damage – regular inspections carried out	Annual maintenance inspection in June	CA&EParks & Open Spaces Committee
Grit Bins	War Memorial Village Hall Car Park	M	Subject to vandalism damage, theft of bin or contents – regular inspections carried out in winter months	Regular maintenance inspection carried out and ensure salt renewed through Ice Busters scheme or alternative funding.	CA&EParks & Open Spaces Committee

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

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

CORRESPONDENCE & COMMUNICATIONS

GENERAL

1. Copy resident correspondence with SCC and photos regarding reinstatement of verges at Yew Tree House, Malverna
2. Copy resident correspondence with ESBC Planning re above property
3. Resident request for portable 'lollipop' sign for TRIS
4. Complaint re bonfires at Efflinch Lane Allotments

SPCA/NALC

5. Newsletters and training opportunities- forwarded to all Cllrs;

Barton Flood Risk Group

A liaison meeting was held with the Environment Agency on 5 September 2025. There was discussion on 2 topics

1. Barton Brook Flood Monitoring and Warning Project
2. Barton Brook Drainage through St Modwen's development site

The Barton Brook gauge at Park Road is working and following more normal weather it is providing data showing increases in water level in response to rainfall. We will now be able to collect data and develop an understanding which will enable us to predict based on weather forecasting, when there is a risk of flooding.

We discussed options for how this project can be publicised to residents and how the warning system can be developed.

The EA confirmed that they had received no response from St Modwen's to their letter asking for the Barton Brook and its attenuation basins to be cleaned out and maintained. It was agreed that this should be escalated to more senior level within the EA.

However, on 6 September, whilst passing through the St Modwen's site, Councillor Lord noticed some maintenance works and desilting of the Full Brook had been undertaken.

Councillors Lord and Sharkey met with Ollie Wakefield who is managing the works on 9 September to establish what is being done. The works are mostly initial enabling works to get access to the basins and headwalls. However, it was agreed that the Full Brook will be desilted and cleaned through to the A38 as part of current works.

We have since received confirmation that St Modwen's will undertake a programme of works over 5 years to completely remove maintenance defects and ensure free flow through the site.

Following access to the culvert at the railway, it has been confirmed that the Barton Brook is silted up downstream through the Heidelberg quarry site. This issue has been raised with them and currently they have agreed to remove fallen trees and vegetation but declined to desilt and the Barton Brook downstream to the river Trent is also silted up.

We are seeking to get agreement that all of the Barton Brook downstream of the railway is desilted.

On Flinch Lane, SCC have previously confirmed that the riparian owner of the brook, downstream of 252, will desilt the brook after the bird nesting season. This should be happening now and we are monitoring the situation.