

**Barton under Needwood
Village Hall**

Trustee's Annual Report

and Receipts and Payments Accounts

for the Year ended 31st December 2024

Charity Number 502046

Barton under Needwood Village Hall

Charity Number 502046

The Charity's Governing Document is a Trust Deed dated 4th June 1991 as amended by a Schedule dated June 1998.

Barton under Needwood Parish Council is the Sole Trustee of Barton under Needwood Village Hall.

Village Hall Management Committee:

Sian Calder (Chair)

Lynn Bennett (Vice Chair)

Alison Jones

Joe Moody (Treasurer) (resigned 11th May 2023)

Cllr. Steve Naylor (appointed 11th May 2023)

Cllr. Ed Sharkey (appointed 11th May 2023)

Cllr. Jeannette Taylor

Susanne van Daesdonk

Elizabeth Chamberlain (Treasurer) (appointed 2nd September 2024, in post October 2024)

Office and Bankers:

Office: Village Hall, Crowberry Lane, Barton under Needwood, Staffs, DE13 8AF.

Bankers: Lloyds Bank plc. 16 High Street, Burton upon Trent Staffs, DE141AJ.

Epworth Cash Plus Fund for Charities, 9 Bonhill Street, London EC2A 4PE

Independent Examiner: Lifestyle Accounting, 58-60 Wetmore Road, Burton upon Trent, DE14 1SN

Barton under Needwood Village Hall

Trustee's Annual Report

For the Year ended 31st December 2024

Registered Charity

The Village Hall is a registered charity No.502046. The Parish Council of Barton under Needwood is the Sole Trustee. The Village Hall Management Committee is responsible for all aspects of the premises including the hiring out of the rooms and all general and specific maintenance. The Trustee may from time to time issue direct instructions to the committee on such matters as it thinks fit. Minutes of the Village Hall Management Committee are circulated to the Trustee on a regular basis and the Trustee meets quarterly.

Objects

The object of the Charity shall be the provision and maintenance of a Village Hall for the public benefit of the inhabitants of the Parish of Barton under Needwood and surrounds without distinction of political, religious or other opinions, including use of meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the condition of life for the said inhabitants.

Governance

The Trustee has adopted policies on Health and Safety, Risk Assessment, Safeguarding of Children and Adults, Lone Worker and Privacy and these are all reviewed periodically.

The Village Hall Management Committee manages the Village Hall on behalf of the Trustee. All are volunteers and give their time to actively run the Village Hall, a valuable asset to the village of Barton under Needwood.

Constitution

The Committee consists of ex officio Chair and Vice Chair of the Trustee and up to 10 committee members, of which 3 must be Parish Councillors.

Election of the Committee

Before the Annual Meeting of the Trustee, held in May, the Village Hall Management Committee will pass to the Trustee names of those interested in serving on the Committee for the following year. The Trustee will then appoint the Committee at the said Annual Meeting. If there are more nominees than places, a ballot will take place, with the Chair having the casting vote.

Chair's Annual Report

The Committee continued through 2024 to proactively manage the Hall to ensure continued stability.

The following improvements and actions have been carried out in 2024.

- A booking system has been evaluated with the intention of automating the booking process.
- A new, more vibrant, logo has been designed to better reflect the ethos of the Hall as a Community Hub.
- A defibrillator has been installed.
- Staffs Fire and Rescue Service conducted a Fire Safety audit – satisfactory has been achieved.
- An independent M&E Report was commissioned to look at whether the heating facilities in the Hall could be more efficient. Recommendations received will be reviewed in 2025.
- Four theatrical events have been staged continuing the aim of bringing a wider audience to the Hall to see the facilities and hopefully encourage them to use the Hall. These included a production in partnership with the Lichfield Garrick Theatre. All were profitable.
- Template Risk Assessments, PEEPS and GEEPs have been sent to all hirers. Returns of completed documents are proving challenging.
- New flooring has been fitted in the Douglas Room.
- A grant application has been submitted to the ESBC Ward Enhancement Programme to fund new AV facilities. Presentations have been made, follow-up questions answered, and the outcome is awaited.
- A new, more robust, hiring agreement is being developed.

The Hall has been booked for 341 days out of 366. I appreciate the tremendous effort by all the team to welcome in the diverse range of classes and events across all generations. We have things like a regular Place of Welcome, Messy Play, Under 5s Football, various arts and crafts activities, meetings, dancing, yoga, birthday parties, wedding receptions, RBL Standard Bearer Training etc.

The Committee have been involved with discussions on whether EV Charging points should be put in the Car Park. As the Hall cannot supply the power for 22Kw chargers without changes to the Hall electricity supply which the Committee does not want to do, the Committee have indicated their support but take the view this is a Parish Council matter as owners of the car park.

As stated above, the Committee organized four theatrical events under the heading of BVH-Promotions which generated additional income of £5887. All four events were successful and well attended and more such events are planned for 2025. My thanks go to Gerry Taylor for facilitating some of these productions, together with Jeannette Taylor for selling tickets.

Siobhan, our Booking Clerk for many years, decided to step down in April. Tamsyn has taken on the role in addition to her duties as Building Manager.

Joe stepped down as Treasurer and Liz joined the Committee in October in this role.

I would like to thank the Committee for their commitment to the Village Hall, giving up much of their time to ensuring its future. Also, my thanks go to our employees, Steve and Tamsyn, for their work in keeping the Hall running smoothly, which is also much appreciated by the hirers. Finally, I would like to thank Joe Moody for his support as Treasurer and Siobhan Rumsby for managing the Bookings for so many years.

Treasurer's Annual Report

The hire fees of £41,941 are a slight increase over 2023 fees of £41,211, however the Hall has still some way to go to get back to pre-pandemic hire fee income; especially with rising costs being incurred.

Interest rates improved during the year with interest for 2024 being £2,122 compared to £1,564 for 2023.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £4,461 (2023 £17,852).

Capital and equipment spend amounted to £2,582 (2023 £5,976) the major spend being replacement flooring in the Douglas Room.

The cost of gas amounted to £4,038 (202 £4,179) and electricity £6,879 (2023 £3,806)..

Salaries and wages amounted to £15,135 (2023 £16,755)

The deficit for the year amounted to £1,719 (2023 deficit £4,019), which resulted in the bank balance at 31.12.24 being £46,534 (2023 £48,252)

Reserves

The influencing factor on the Village Hall's balances is one of property repairs and putting aside sufficient funds to cover the ongoing expense of a relatively large suite of premises which need to be kept in good condition. To date, the Committee has had the funds to do that and would wish such a situation to continue. To ensure that remains the case, at least £20k has been earmarked for those maintenance and renewal expenses.

Our premises remain in good shape, but the Committee is conscious of the fact that to maintain them at the standard that our hirers expect and to always meet statutory requirements is costly, hence the need for adequate reserves. For those reasons, the Management Committee considers the current level of reserves to be in line for the size of the charity but keeps this matter under annual review.

Signed:

Mrs S. Calder

Chair: Barton under Needwood Village Hall

Accepted by the Trustee at its Annual Meeting on

Signed:

Councillor E Sharkey

Trustee: Chair

Independent Examiner's Report to the trustee of Barton under Needwood Village Hall

I report on the accounts for the year ended 31st December 2024 which are set out on the accompanying pages.

Respective responsibilities of the Trustee and Independent Examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

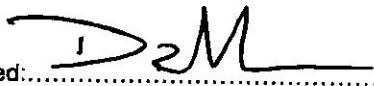
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 27th MARCH 2025

David Robert Munro

Relevant Professional qualification(s) or body (if any):

MAAT – Membership Number 10176427.

Member of the Association of Accounting Technicians

Address: C/o Lifestyle Accounting Ltd., 58-60 Wetmore Road, Burton on Trent, Staffordshire, DE14 1SN

Barton under Needwood Village Hall
Receipts and Payments Account
For the year ended 31st December 2024

	Unrestricted 2024 £	Unrestricted 2023 £
Receipts		
Hire Fees	41,941	41,211
Other receipts:		
Bank Interest - Epworth/Lloyds	2,122	1,564
Insurance Reimbursement re claim		1,760
Other Sundry receipts	1,141	981
Omicron Hospitality and Leisure Grant	0	0
Additional Restrictions Grant	0	0
National Grid POW Grant		1,897
Barton & Dunstall Key Trust - Grant	0	0
BVH - Promotions	4,856	8,194
Total other receipts	8,119	14,396
Total Receipts	50,060	55,607
Payments		
Insurance	2,842	2,807
Electricity	6,879	3,806
Gas	4,038	4,179
Wheelie Bin emptying - Rainbow	638	612
ESBC - Business Rates		(1,225)
SSWC - Water Rates	544	529
Telephone rental/calls	78	102
Printing, Post and Stationery	4	98
Property Maintenance/Repairs	4,461	7,852
Salaries & Wages	15,135	16,755
Cleaning Contract	9,244	10,139
Consumables	527	570
Capital and Equipment	2,582	5,976
BVH - Promotions	3,918	6,517
Professional Charges	300	300
Other payments	588	610
Total payments	51,778	59,626
Net of (payments)/receipts	(1,718)	(4,019)
Cash funds as at 31st December 2023	48,253	52,272
Cash funds as at 31st December 2024	46,535	48,253

Barton under Needwood Village Hall
Statement of Assets and Liabilities
as at 31st December 2024

	2024	2023
Cash Funds	£	£
Lloyds Bank plc. - Current Account	5,901	10,325
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	40,623	41,937
Total Cash Funds	46,534	52,272
Other monetary assets		
Lloyds Bank plc. - Lettings Account	1,320	715
	1,320	715

The deposits are refundable to the hirers following the hire, providing the terms and conditions of the hire are satisfactorily met.

Assets retained for the Charity's own use

The following assets are used by the charity but have not been professionally valued:

Furniture and equipment in the halls, meeting room and kitchen, acquired in the current year and prior years are written off in the year of purchase. Details of new equipment and assets acquired in the current year are detailed in the Trustee's Annual Report.
All assets are in good condition and are serviced regularly.

The Parish Council is the Trustee of the Village Hall building and the Village Hall car park but the Charity is responsible for insuring the premises and its contents.

	2024	2023
Brief insurance details, as at November 2024 are as follows:		
Buildings - (including outbuildings)	£2,513,955	£2,513,955
Contents	£65,371	£65,371
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000

These notes do not form part of the Accounts

Barton under Needwood Village Hall

Notes to the Accounts

For the year ended 31st December 2024

	2024	2023
	£	£
Other Sundry receipts		
Recharge car park electricity	1016	
Donation	125	
East Staffordshire Borough Council re Places of Warmth		0
Sale of old stage		100
Sundry Donation		20
Charge to Barton Parish Council for Car park lighting		861
	1,141	981
Property Maintenance/Repairs		
Fire extinguisher service	166	126
Lift annual contract fee and repairs	406	287
Air Conditioning Units and associated work	0	0
Gas repair and maintenance costs	500	510
Electrical repairs and maintenance		2,687
Window cleaning	307	470
Pest control		185
General property renewals, repairs and maintenance	797	540
Access control/door repair	290	0
Decorating interior of the Hall	0	0
PHS	1,299	1,187
Roof repairs/ inspection	0	0
Drainage inspection	0	0
Insurance claim re Foyer carpet tiles		1,860
Fire Alarms	696	
	4,461	7,852
Capital and Equipment		
Distribution board		5,976
Printer	59	
Scaffold Tower	200	
Flooring Douglas Room	1,980	
Laptop	343	
	2,582	5,976
Professional Charges		
Independent Examiner's fee	300	300
Fire Risk Assessment	0	0
	300	300
Other payments		
Advertising		233
PRS for Music - annual fee	248	239
Hallmaster licence	265	
Other sundry expenses	75	138
	588	610



Barton Parish Council report for year ending April 2025

I am pleased to report that the Holland Sports Club Limited is continuing to enjoy success both within the clubhouse as well as on the sports fields. You will find from this report that it is a continual struggle to accommodate our thriving sports teams and their visitors due to the expanding use of the sports club and providing our brilliant staff and enthusiastic volunteers with a constant challenge.

Kate Martlew our manager has worked admirably with bringing in new business to the club with social events now planned throughout the year. Kate has brought in local new staff providing all year-round employment, as well as providing business for local traders who supply our cleaning services, grounds maintenance and equipment, even our food and ales are sourced locally from around the villages surrounding this vibrant clubhouse. Kate has continued to utilise local businesses' before looking elsewhere for help. The result has meant that local traders now wish to invest and support us.

You will recall that my yearly reports have referred to the growth of the 'Potters Café' which provides our sports teams with drinks and breakfasts whilst participating in their sports. I am pleased to report that it also now attracts custom from around the village and our feedback proves that the use of locally produced produce is an attraction for the wider community.

For the last two years we have been busy with our disabled project which I am pleased to report is now complete. The support of the Dunstall Key Trust, Packington Free Range and Tippers Builders Merchants have helped us to open up our facilities to disabled participants and supporters.

I have immense pride in updating you on our thriving sports teams who utilise our facilities throughout the year, not forgetting that these teams are drawing their membership from our villages and providing lifelong friendships and memories for all.

The **Tug of war** section remain a core part of our membership, pulling throughout the year and keeping their sport in the public eye. They participate in competitions across the UK, probably travelling the furthest out of all our affiliated sports clubs.

Our floodlit all-weather courts allow for all year-round **Tennis** attracting players from tots to senior citizens and providing coaching sessions and training camps during school holidays which have expanded the tennis club appeal to players across all ages.

Rugby are victims of their own success with their growing membership across mini juniors and two senior teams competing at a high level in regional leagues and competitions. They are however constantly struggling with their overused rugby pitch which has become prone to flooding despite the extensive grounds work carried out throughout the year. The rising water table has been blamed, possibly from the expansion of the local quarries and Waterfront lakes. The consequences are widespread, with huge funding required to carry out repairs as well as the danger of losing members to other local clubs who are not restricted to the use of their land during the winter months. Despite their ongoing logistical issues, they continue to bring a wonderful social spirit into the clubhouse.

Mini Junior **football** is also constantly growing with restrictions now being placed on membership numbers. Their teams are being stretched across sports fields across the surrounding towns and

villages as ours is unable to accommodate them all throughout weekdays and weekends. They do make good use of the two football pitches at HSC as well as our floodlit Multi Use Games Area (MUGA) during winter evenings and are a huge support of our clubhouse.

The **Dunstall and Alrewas Cricket** clubs are now well-established affiliate members of the HSC, with the Dunstall junior teams training most weekday evenings during the summer and the Alrewas and Dunstall senior fourth teams playing every weekend. This year their ladies' teams will also be playing on a more regular basis at our club. This sport provides a much-required use of our facilities during the football/rugby season break and a wonderful back drop to the sports club during the summer months.

As you can see the limited space available at HSC is an ongoing problem for our sports teams and the general committee who manage the distribution of the land. It has taken careful negotiation and agreement to fairly share our grounds. We are still patiently awaiting the result of our request to have the use of the land off Mill Lane which would allow us to build junior football and rugby pitches and alleviate this problem. Our sports teams will no longer have to invest heavily in using sports fields elsewhere. The support of the Parish council would be greatly appreciated to expedite this as quickly as possible.

Finally, you will be aware that we have recently submitted planning permission for the proposed new clubhouse. This will allow us to remove our existing buildings built over 60 years ago and which have now become a constant financial drain on us. The proposed new building will allow us to provide financial security and ensure that the Holland Sports Club will survive for another 60 years and beyond.

My fellow HSC Director Jodie Hargreaves is leading our fund-raising project which I can assure you will not only bring in the funds required for this exciting new project but also build a new bond of togetherness around the club. Already she has attracted the support of new members and local businesses from Barton under Needwood and the surrounding area who are all keen to see this project succeed.

I look forward to presenting this report to the Barton Parish Council and informing you of our appreciation of the support of your fellow councillors Ian and Jeanette who have kindly supported us throughout the year.

Dick Titley

Chairman of Holland Sports Club Ltd

dick@titleys.com

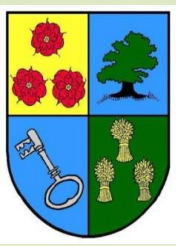
Mobile: 07958022499

Kate Martlew can be contacted our email

hollandsportsclubbarton@gmail.com

<https://www.hollandsportsclub.org>





Barton under Needwood Parish Council Action Plan 2025-2027

Who are We?
What Can we Do for you?

Community Safety



Fishpond



Flood Relief



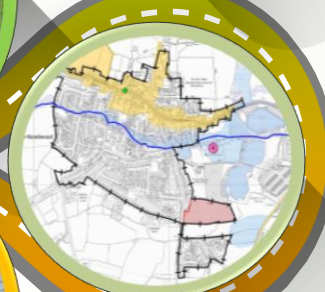
Allotments



Parks and
Leisure



Planning
Consultees



Open Spaces
Management



Event Planning



Infrastructure



Community



Barton under Needwood Parish Council
Village Hall, Crowberry Lane,
Barton under Needwood, DE13 8AF
Tel: 01283 716059

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

Document prepared by:
Communications Committee Jan 2025
Review Date: May 2025



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Introduction

Welcome to Barton under Needwood Parish Council. This is our Plan – it sets out what we are going to do over a rolling period of two years. The Plan considers the issues facing us and our ability to respond with the resources available. It makes clear there will be choices, and how the Council will decide which to prioritise.

The Plan has been prepared and approved by your Parish Councillors. It is essentially a planning tool to assist us with the practical decisions we have to take when we meet monthly, supported by a review process that helps us, and you, look back on our performance. By publishing our Action Plan we can help those that live, work or visit the Parish see what we are doing on their behalf.

Context

This is our first Action Plan, prepared at a time of austerity across society when all organisations that provide services to the community, be they public, private or voluntary are facing cost pressures and resource restrictions. The emphasis is on value for money, efficiencies, collaboration and accepting that some things just will not get done. Through a planning process though, we can have a shared vision and direction, protect what is important and consider new ways of getting things done.

Although not new, encouraging others to help themselves and not to rely on things being done for them is as important as ever. Communities are increasingly going to have to help themselves, to develop the networks and resources to find local solutions to local problems, and have the means to ensure that wherever possible those that do need services can access them at a time and in a way that is most suitable.

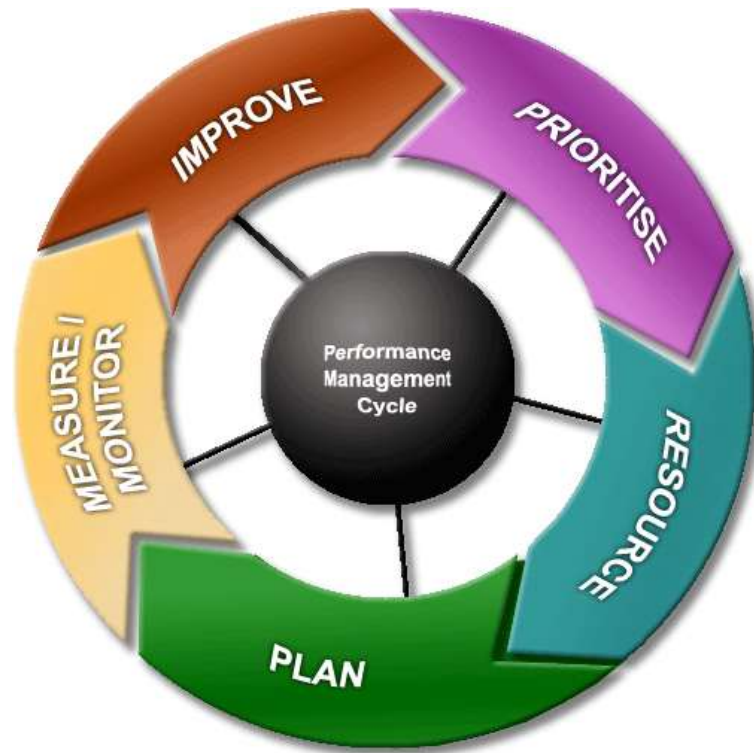
Barton Parish Council, as the first tier of local government, is uniquely situated to provide the forum for understanding and supporting the needs of this community. It provides advocacy on behalf of its residents, uses linkages to other organisations to bring in services, or directly procures them itself. Liaison with Staffordshire County Council, East Staffordshire Borough Council and the other Needwood Ward Parish Councils happens at all levels. Day-to-day, the Council will seek solutions for the community, looking for skills and volunteers to make improvements to our surroundings or bringing particular neighbourhood issues to local attention to promote a better quality of life for all.

Above all your Parish Council is here to help, support and encourage. This Plan tells you how.



The Planning Cycle

Planning (and performance) is a continuous process of gathering and assessing information, formulating actions, *doing them*, and then reviewing performance and gathering again.



Of course at key stages we have to pause and reflect, and consider how the Plan is evolving – and not just once per year, as the Plan is relevant to every significant decision made.

Once specific actions are agreed to deliver this Plan, they are entered on the Actions Register, which is monitored at every meeting of the Council.

Linkages

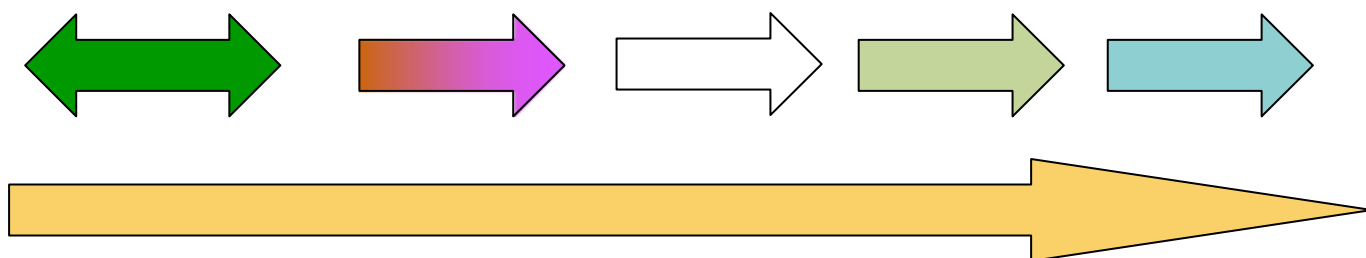
This Plan is linked very closely to the allocation of resources – mostly financial, but people's time and energy too. The largest proportion of our finance is derived from the Council Tax system, which follows the financial year April to March. Other income comes from fees charged for services, investment income and grants obtained for projects. Our precept, or 'demand', placed upon the Council Tax system, has to be declared every January, in order that East Staffordshire Borough Council can calculate the overall tax collection sums for each eligible household and produce the billing required.



Key dates

Therefore, this Plan will be drafted from November in each year, allowing it to evolve as the budget is also prepared, for final precept calculations in January. The Plan cycle will run from April to March, to match the funding available, and will be formally reviewed in May and November to assess achievements in the previous cycle, and progress in the current one.

July	November	January	March	May
Look back, look forward	Improve, prioritise	Set precept	Completion	Review, resource



What is a Parish Council?

There are two sorts of parishes whose boundaries do not always coincide:

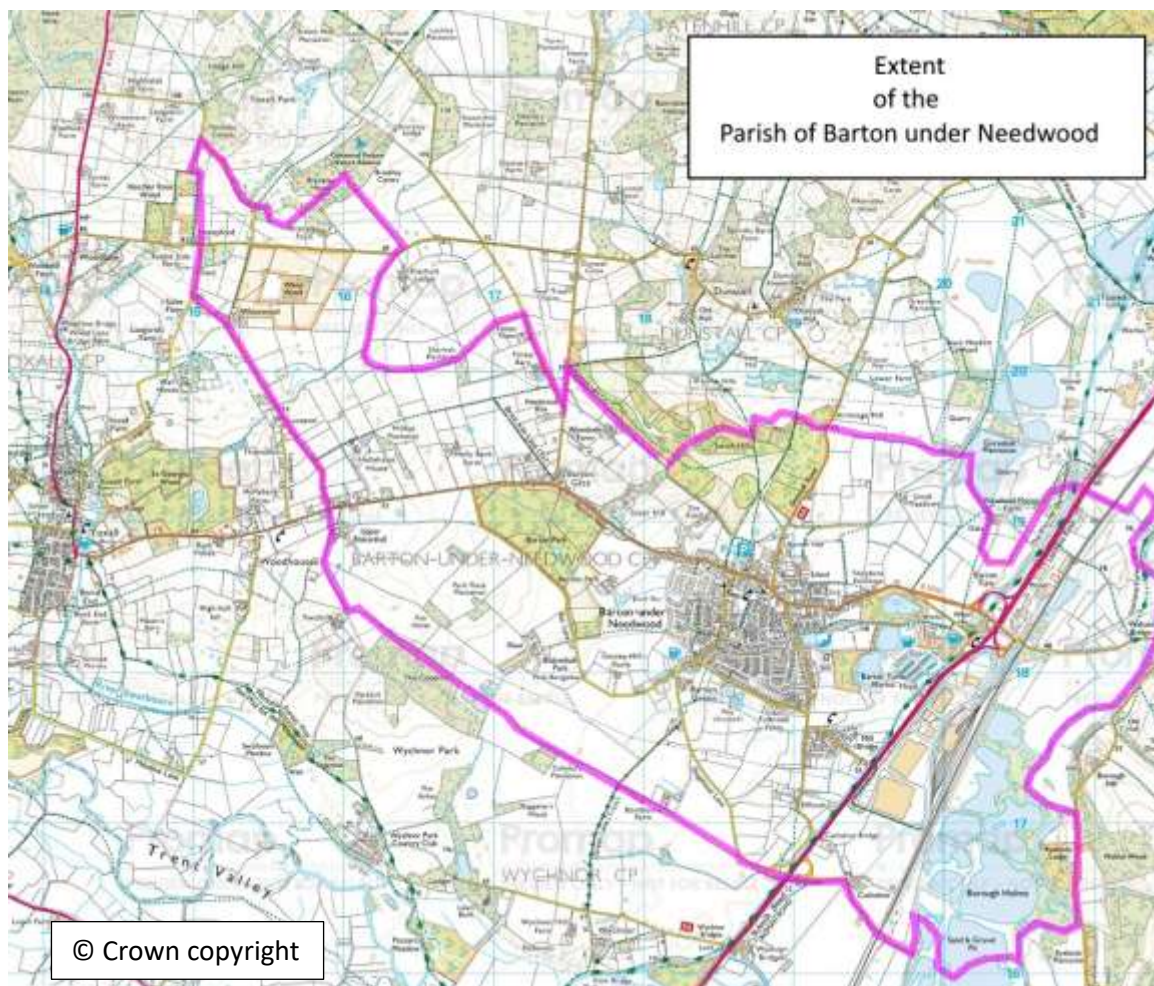
- the Civil Parishes, which are part of local administration, having a Parish (or town) Council (PC) - Barton Parish Council is one of these – and,
- the Ecclesiastical Parishes centered on an Anglican church with a Parochial Church Council (PCC). In this village we have St James PCC.

A Civil Parish is the first-tier local authority and is an independent local democratic unit for villages, smaller towns, and suburbs of urban areas. Over 13 million people live in parishes, with approximately 5018 people recorded in the parish of Barton under Needwood at the last census in 2021.

The Parish Council is a small local authority. Its Councillors are elected members for four years at a time in the same way as for other councils and they give their time voluntarily to work for their community.



By-elections may be held to fill vacancies occurring between elections, or members may be co-opted onto the Council if no election is called. Barton under Needwood parish lies in the East Staffordshire Borough Council (ESBC) area; it covers the entire Civil Parish of Barton under Needwood including both the village area and the outlying hamlets.



In May each year the Councillors choose a chairperson from amongst their number. In the Barton Parish, there are 11 Councillors who make up the Parish Council, which employs a part-time Clerk to manage administration.

We also employ a parish gardener who looks after the Burial Ground, the War Memorial, the landscaped areas to the Village Hall Car Park, and the small garden area at the bottom of St James Road.

In addition, we employ two part-time Lengthsmen who report any road or footpath defects, do minor items of maintenance and who grit some priority paths in winter. We also employ a litter picker who keeps our Parish Council-owned parks and open spaces clean.



What can we do?

Powers and Duties

Parish Councils have a number of formal powers, set out in a wide range of legislation. A **duty** is something that a council **must** do, a **power** is something that it **may** do, if it so decides. A Parish Council cannot do anything that is not permitted in law.

Parish Councillors know their villages and can now (and increasingly often do) represent their views directly to other authorities like the County Council through County Ward Forums, Highways Authority, Minerals Planning Authority, Police and Fire Authorities, or an Integrated Care Board (which covers both health and social care).

Due to particular issues with flooding in the Civil Parish, Barton Parish Council also maintains close liaison with the Environment Agency and the Staffordshire County Council Flood Risk Officer.

Parish Councils also work with their District or Borough Councillors on any issues with services provided by the District Authority e.g. planning, waste collection, street sweeping, We are entitled to be consulted on planning applications, which include work to listed buildings and on proposals in conservation areas, and are often consulted on such things as schools and roads. We also put forward the parish's case at public inquiries. Recent moves from Government toward greater 'localism' are set to increase the role of Parish Councils even further, especially in the field of development control and planning.

There is now the power to create a Neighbourhood Plan which allows local people to get the right development for their community but the plans must still meet the needs of the wider area and conform to the District or Borough Council's Local Plan.

Accountability

You elect the members of the Parish Council every four years - the next time will be May 2027 - and you are entitled to attend the Annual Parish Meeting (in May) and to say what you think.

You can also go to every meeting of the Parish Council and meet its members, listen to the business being conducted and participate in the time especially set aside for that purpose at the start of each meeting. The accounts are strictly audited every year and published.



What do we do?

The Parish Council provides a number of direct services to the community, and acts as custodian to a number of assets held in the 'public name'.

The main assets held in the public name are listed in the table in Appendix 1:

Although East Staffordshire Borough Council is the Planning Authority, the Parish Council is consulted on each planning application made in the parish. Councillors consider planning applications at their meetings and inform ESBC of their views.

At each meeting of the Council, reports from a variety of village organisations are received, and Councillors seek to provide support where necessary or requested in order that local groups can continue to thrive.

Reports include observations from the various PC Standing Committees (consisting of both Councillors and volunteer members of the public).

Each meeting considers issues for our community such as:

- finance,
- planning (for example, housing or tree felling),
- parks and open spaces,
- burial ground,
- allotments,
- village events and enhancements,
- speeding and volume of traffic,
- crime and community safety,
- communications from and to parishioners,
- any staffing or 'HR' matters,
- any items of maintenance in the 'public realm' that need reporting to appropriate authorities and any liaison with outside groups or agencies.
- Village Hall matters.



The Council can act as advocate for residents, a conduit for communicating information, and will liaise with appropriate departments of other public authorities to ensure that views, comments and necessary actions are dealt with.

You can find out more about what we do, how we do it, and our meetings on the parish website at [Home - Barton under Needwood Parish Council](#)

What we achieved in the last year

Since April 2024 to the end of January 2025 we have achieved a wide range of improvements, both to the way we work, and for the community we serve:

Achievements 2024-25	
Long-term Overview	
<ul style="list-style-type: none"> • Conducted a Parish Survey to find out what issues in the village are of most importance or concern to residents. • Prepared and published Barton under Needwood Parish Council Action Plan 2025/2027. 	
Flooding	
<ul style="list-style-type: none"> • Ran a Barton Brook Working Party to carry out vital maintenance to help reduce flood risk to village residents. • Collaborated with Holland Sports Club, Barton Marina & the Environment Agency to explore options to reduce flood impact on the Club. • Worked with our County Councillor to support residents affected by surface water flooding on Efflinch Lane, including seeking delegated powers from County Highways to put temporary road closures in place when there is severe flooding. • Liaised with residents to push Severn Trent for action on sewer flooding to the rear of properties on Station Road. • Supported residents and businesses at Barton Turns affected by flooding including liaison with Environment Agency, National Highways and Staffordshire County Flood Risk Officer. • Concluded an agreement with the Environment Agency to install a river level gauge on the Barton Brook at Park Road to help warn of flood risk 	



Crime and Community Safety

- **Organised a Public Meeting to be attended by the Staffordshire Police, Fire and Crime Commissioner** and Senior Police Officer in charge of Neighbourhood Police Team.
- **Circulated notices about incidents in the Needwood Ward** received from Staffs Police Neighbourhood Police Team.

Culture, Leisure and Recreation

- **Funded the work in Collinson Park to provide proper drainage** to the Park to enable it to be used throughout the year. Further work is ongoing to tidy up the space.
- **Upgraded CCTV in Collinson Park.**
- **Refurbished National Forest interpretation signs** at the Village Hall, Collinson Park and Ash Tree Road Park.
- **Collaborated with DEFRA and the Fisheries Health Inspectorate** to reactively investigate and address fish mortalities at the Fish Pond.
- **Negotiated a new lease for the Efflinch Lane Allotments** with Staffordshire County Council.
- Installed a bench by the Fish Pond provided by the **Royal British Legion** and painted by Year 6 children from the **Thomas Russell Junior School**
- **Organised Public Open Space Maintenance Contract and capital works** including replacement of fishing platforms
- **Worked with Holland Sports Club** to ensure the future redevelopment plans make the best use of gifted land owned by the Parish Council in trust for villagers (ongoing).

Local Economy and Tourism

- **Investigated the feasibility of installing EV Charger points** in the Crowberry Lane Car Park (ongoing).
- **Worked with the Royal British Legion and St James Church to organise the annual Remembrance Day events**, including arranging road closures. We were delighted to see the increased attendance, indicative of the importance of this event to the community.



- **Organised the Annual Christmas Lights event**, including arranging put up/pull down of the Christmas Tree, road closures and Father Christmas' attendance. A very successful event that was well attended.
- **Worked with the Royal British Legion, St James Church, traders and other village organisations to secure funding to plan the events for the 80th Anniversary of the end of World War 2** (ongoing).

Education and Communications

- **Provided 'Parish News' updates** for the monthly 'Chime' Parish magazine and items on Barton Parish Council website and social media sites.
- **Prepared a comprehensive database of contact details for village clubs, societies, and local organisations** with a view to providing support and communicating successes via social media channels.
- **Provided more signposting on the website** to keep our parishioners up to date (ongoing).

Environment and Countryside

- **Attended Quarry Liaison Meetings with both Aggregate Industries and Heidelberg Materials** to discuss ongoing operation and restoration of Newbold Quarry and Barton Pit.
- **Paid for litter picker to regularly visit Parish Council-owned sites.**
- **Supported activities of local 'Green Leaves' litter picking group.**
- **Reported instances of fly tipping to East Staffordshire Borough Council.**

Health and Social Care

- Supported and promoted activities of Barton Neighbourhood Volunteers including 'Place of Warmth' meetings in Village Hall.



Housing, Development and the Built Environment

- **Considered 130 planning applications (April 2024 -December 2025)**, most of which were supported by this Council.
- **Pressed East Staffordshire Borough Council on news of the programme for the review of the East Staffordshire Borough Council Local Plan**, including potential allocation of new commercial, housing or industrial development in the Parish (ongoing).
- **Liaised with our Borough Councillors on issues with any services provided by East Staffordshire Borough Council**, e.g. waste collection, street sweeping, planning applications.

Transport and Traffic

- **Supported residents in the formation of the Bar Lane Action Group** to tackle flooding and road safety issues at The Green, Bar Lane and Dogshead Lane.
- **Supported the village 'Speedwatch' Group.**
- **Attended Needwood Forum meetings organised by our County Councillor** to discuss issues affecting all the Parishes in the Needwood and Bagot Ward including measures to control HGV usage of weight-limited local roads, policing, flooding, potholes, etc.

Facilities and Services

- **Administered applications for burials and cremated remains interments in the Parish Burial Ground.**
- **Parish Clerk provided an advice service** for Parishioners queries.
- **Worked with the Village Hall Management Committee as Trustee** to support the running of the Village Hall.
- **Represented the Parish Council as a Trustee of the Barton Dunstall and Key Trust** to disburse grants to individuals and community organisations in the Parishes of Barton and Dunstall.

Governance

- **Adopted new rules and procedures** based on a national model from the National Association of Local Councils which includes



public participation for part of our meetings including allocated specific named roles being identified.

- **Adopted enhanced and robust governance and financial procedures for the Parish Council and each of the Committees with risk assessments aligned to each Committee.**
- **Carried out a full review of policies and procedures and a adopted a prioritised plan to ensure the Parish Council is working in line with the latest guidance and legal requirements.**
[The updated policies and procedures on a wide range of topics are shown in Appendix 2 and further detailed in the 'Policies' section under the heading 'Your Council' on the Parish Council web site (<https://www.bartonunderneedwood-pc.gov.uk/>).]
- **The Parish Council has signed up to the Civility and Respect Model Council Officer Protocol and has signed the Civility and Respect Pledge.**
- **Staffordshire County Council Data Processing Officer has worked with the Clerk to identify gaps in our processes which the Human Resources Committee has worked hard to redress.**

What do we want to do next?

Our Action Plan

The Parish Council set up a working group to go through the results of the 2024 Parish Survey and a separate workshop afternoon for Councillors. From those formal consultations, along with both matters that have been long-term issues for us and other representations made to the Council, we have developed the Action Plan.

The table below sets out the Action Plan adopted by the Council and arranged over the next two years up to the next Local Council elections in May 2027.

The actions are ranked in the table with most urgent items placed higher in each section and colour coded in the 'Timescale' section. 'Mauve' shading is for the most urgent items, 'Amber' for medium term and 'Yellow' for long term ambitions.


Colour Key for ranking timescales for actions in Table:

'Mauve' – short term within 6 months	
'Amber' – medium term within 12 months	
'Yellow' – longer than 12 months	

The main resource constraint in implementing the Action Plan is 'time'

That's either the time that elected Councillors give voluntarily or the time given by other volunteers who serve their community by joining in regular working parties (e.g. the annual Barton Brook Working Party), being members of any of our standing committees (e.g. Planning Committee), by helping on one-off events (e.g. helping with decorating the War Memorial, or putting up the Christmas Tree, or helping marshal events), or by joining an independent action group such as 'Speedwatch' or any other local group set up to focus on a local issue, e.g. the Bar Lane Action Group, identifying traffic and road safety issues.

As was pointed out in the introduction setting the 'context' to the Plan, communities are increasingly going to have to do more for themselves to make things happen in their local areas - and our ambitions for some of the items in our Plan are dependent on more people getting actively involved in solving village issues.

Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Long-term Overview					
1	Deliver Action Plan	Formal and regular overview by Parish Council	Barton Parish Council (BPC)	Nil cost to BPC Councillor time	Formally in May and November and updates at BPC monthly meetings
2	Maintain relevance of Parish Plan	Annual review by BPC	BPC BPC Comms Committee	Any copying & publication costs Cllr/Vol'r time	At BPC discretion but ideally by Parish Survey every 4 years by end Q2



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Flooding					
3	Flood risk from Barton Brook	Complete installation and calibration of river level gauge at Park Road	BPC/EA (Environment Agency) Flood Risk Group	£500 p.a. maintenance cost and budget for replacement every 5 years Cllr/Vol'r time	Gauge installation complete Q1/2025. Calibration to flood events and local rainfall by Q2/2026
4	Flood risk from Barton Brook	Monitor new River Level Gauge	BPC/EA Flood Risk Group	Nil Cost to BPC Cllr/Vol'r time	Ongoing Issue alerts if risk of high-water level likely
5	Flood risk from Barton Brook	Promote alerting service provided by gauge	BPC	Nil Cost to BPC Cllr/Vol'r time	Publicise every 3 months once gauge is installed
6	Flood risk from Barton Brook	Continue liaison with EA to assess flood risk	BPC/EA Flood Risk Group	Nil Cost to BPC Cllr/Vol'r time	Ongoing and 6 th monthly meeting of Barton Flood Risk Group
7	Flood risk from Barton Brook	Landowner liaison to explore opportunities for Natural Flood Management options upstream of village	BPC/EA Flood Risk Group	Nil cost to BPC Volunteer time if local projects agreed with landowners.	Ongoing
8	Flood risk from Full Brook	Work with Staffordshire Flood Risk Officer to ensure maintenance on Full Brook is carried out according to agreed plan	BPC/ SFRO/ Bellway	Nil cost to BPC Cllr/Vol'r time	Ongoing
9	Surface Water Flooding	Work with County Councillor to lobby Highways to undertake remedial work on blocked gullies, drains and culverts	BPC/ SCC Flood Risk Group	Nil cost to BPC Cllr/Vol'r time	Ongoing



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
10	Sewer Flooding	Work with EA & Severn Trent to address sewer flooding, especially to rear of Station Road	BPC STW EA Flood Risk Group	Nil cost to BPC Cllr/Vol'r time	Ongoing
Crime and Community Safety					
11	Public Meeting actions	Follow up any actions arising from Public Meeting with Police, Fire and Crime Commissioner	BPC	Cllr/Vol'r time	By end Q2/2025
12	Police Plan	Monitor execution of Police Plan as far as it relates to Policing in Needwood Ward	BPC Comms	Nil cost to BPC Cllr/Vol'r time	Ongoing 6 monthly statement by BPC to community Sept & March
13	Police Liaison	Attend any Police Liaison Events	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing as events advertised
Culture, Leisure and Recreation					
14	Maintain BPC Public Open Space (POS) areas to good standard	Manage annual maintenance contract	BPC POSC	Approx. £8500 p.a. Cllr/Vol'r time	BPC inspection after every visit 3 monthly review with contractor
15	Long term usage of Holland Sports Club	Work with HSC Committee to continue to develop proposals for the site	BPC HSC	Allowance for legal fees for drawing up new lease Cllr/Vol'r time	[end Q3/2025?]
16	Long term management of POS	Develop Green Space Strategy	BPC POSC	Any copying & publication costs Cllr/Vol'r time	By end Q3/2025 to allow for budgeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
17	New equipment	Annual review of status of equipment	BPC POSC Finance	Develop budget for replacement Cllr/Vol'r time	By end Q3/2025 to allow for budgeting
Local Economy and Tourism					
18	VE Day Event	Planning with RBL, St James Church, Village Groups & Traders	BPC RBL St James Traders	£3500 Cllr/Vol'r time	Substantially complete all planning by end March 2025
19	Remembrance Day event	Review with RBL & St James Church from end Q2/2025	BPC RBL St James	Cllr/Vol'r time Possible materials cost	Complete review & planning by end Q3/2025
20	Christmas Tree Event	Review from end Q2/2025	BPC SCC ESBC	Allow for £100 payments to Shoulder of Mutton, St James Cllr/Vol'r time	Complete review & planning by end Q3/2025
21	EV Chargers	Halt current feasibility study until end Q3/2025 to wait until funding viability becomes clearer	BPC SCC ESBC	Nil cost to BPC Cllr/Vol'r time	Review situation end Q3/2025
22	Maintain village services	Re-form Traders Group	BPC ESBC Volunteers ?	Cllr/Vol'r time	[Long term unless a volunteer group will action]
23	Quality of mobile phone service & broadband	Set up group to review possible action	BPC Volunteers	Cllr/Vol'r time	[Long term unless volunteer group will action]



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Education and Communications					
24	Improve comms of Parish Council activities	Monthly Parish News Facebook Page Noticeboards	BPC	Possible printing costs Clerk's time Cllr/Vol'r time	Continuing Monthly report for 'The Chime'
25	Improve comms of Parish Council activities	Publish database of village contacts	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Obtain permission from groups by end Q1/2025
26	Improve comms of Parish Council activities	Provide more signposting on website	BPC	Nil to BPC Clerk's time Cllr/Vol'r time	Ongoing – review each Communication Committee meeting
27	Liaison with JTHS 'Youth Council'	Regular meetings with Head Teacher & Deputy	BPC	Cllr/Vol'r time	Ongoing 6 monthly meeting?
28	Inclusion of village schools in events	Liaison with HT's Pancake Day Races VE Day Event Remembrance Day Christmas events	BPC VEC	Cllr/Vol'r time	As per event planning programme
Environment and Countryside					
29	Quarry Liaison meetings	Attend Liaison meetings	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing Newbold - 6 th monthly Barton Pit – annual
30	Fly tipping	Report fly tipping to ESBC	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Ongoing



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
31	Support community litter picking group	Publicise activities of 'Green Leaves' group	BPC	Nil cost to BPC Clerk's time Cllr/Vol'r time	Ongoing – review quarterly
32	Condition of Public Rights of Way	Carry out feasibility of setting up volunteer group to carry out survey of condition of public footpaths and bridleways	BPC Volunteer Group John Taylor High School	Nil cost to BPC Cllr/Vol'r time	By end Q3/2025
Health and Social Care					
33	Improve support to older people	Support activities of Barton Neighbourhood Volunteers	BPC BNV	Nil cost to BPC Cllr/Vol'r time	On going
34	Liaison with GP Practice	Keep in touch with Practice Manager for specific practice issues	BPC	Nil cost to BPC Cllr/Vol'r time	Ongoing – quarterly enquiry
35	Liaison with GP Practice	Signpost links to Patient Liaison Services e.g. Social Provider	BPC Comms	Nil cost to BPC Cllr/Vol'r time	Ongoing – 6 monthly review?
36	Liaison with NHS – pharmacy services	Improve services provided by Well Pharmacy	BPC BNV?	Nil cost to BPC Cllr/Vol'r time	Ongoing – 12 monthly review?
Housing, Development and the Built Environment					
37	Review planning applications	Taking forward local preferences when considering local planning applications	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Fortnightly committee meeting
38	Review planning applications	Have particular regard to potential impact on Conservation Area, Listed Buildings, Tree Preservation Orders	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Fortnightly committee meeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
39	Represent Parish interests in ESBC Local Plan Review	Monitor Local Plan Review process	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing 6 monthly review?
40	Housing Need Survey	Set up PC group to investigate and cost	BPC Special Interest Group	<£5k >£10k? Consultancy costs Cllr/Vol'r time	Cost up by end of Q3/2025 for decision on budget for 2026?
41	Quarry Liaison	Attend Quarry Liaison meetings	BPC Chair or nominee	Nil cost to BPC Cllr/Vol'r time	Continuing 6 monthly meetings
42	Quarry Liaison	Lobby Staffs County Council (SCC) & ESBC for after use of Newbold Quarry as Country Park included in Local Plan Review	BPC SCC ESBC Aggregate Industries	Nil cost to BPC Cllr/Vol'r time	Continuing Review any progress at 6 monthly intervals
43	Housing Land allocations	Monitor ESBC Strategic Housing Land Availability Assessment (SHLAA) updates	BPC Planning Committee	Nil cost to BPC Cllr/Vol'r time	Continuing Annual or as and when new SHLAA is published by ESBC
44	Replacement Burial Ground	Raise with Borough Councillors & ESBC as part of Local Plan Review	BPC ESBC	Significant Pasture land av. £9.6k/acre but dev't value likely to be asked i.e. <£500k/acre Cllr/Vol'r time Consultancy costs Legal costs	Long term aspiration



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
Transport and Traffic					
45	HGV use of B5016 and local roads	Report breaches of weight restrictions on C19	BPC	Nil cost to BPC Cllr/Vol'r time	Continuing
46	Speeding Traffic	Support & promote local Speedwatch Group	BPC Speedwatch	Nil cost to BPC Cllr/Vol'r time	Continuing
47	HGV damage to centre of village	Get SCC to improve signage at A38/Station Road roundabouts to direct traffic	BPC SCC	Nil cost to BPC Cllr/Vol'r time	Ongoing Get SCC update end of Q1/2025
48	Parking Issues (esp. peak hour for schools)	Signpost complainants to Clear Street and Staffs Police	BPC Comms	Cllr/Vol'r time	By end Q1/2025
49	Parking Issues (esp. peak hour for schools)	Liaise with Schools & Staffs Police	BPC JTHS Staffs Police	Cllr/Vol'r time	Ongoing 6 monthly review
50	Parking Issues (esp. peak hour for schools)	Signpost complainants to Staffs CC Clear Streets and Staffs Police	BPC Comms	Cllr/Vol'r time	By end Q1/2025
Facilities and Services					
51	Burial Ground Admin.	Administer applications for burials and cremated remains interments in the Parish Burial Ground	BPC Clerk BG Committee	Clerk time Cllr/Vol'r time	Continuing Ad hoc Report to monthly PC meeting
52	Village Hall	Work with the Village Hall Management Committee as Trustee to support the running of the Village Hall	BPC	Cllr/Vol'r time	Continuing Monthly VHMC meeting Report to monthly PC meeting



Barton under Needwood Action Plan 2025-2027					
Item No.	Issue	Action	Lead Partners	Resource Implications	Timescale
53	Barton & Dunstall Key Trust	Attend quarterly trustee meetings	BPC Chair	Cllr/Vol'r time	Continuing Report to following PC meeting
54	Barton & Dunstall Key Trust	Promote work of BDKT on BPC web site	BPC Clerk	Clerk time	Review end Q1/2025 and then quarterly
55	Parish Clerk 'advice line'	Clerk to continue to respond to parishioners' queries Escalate to Councillors as necessary	BPC Clerk	Clerk time Cllr/Vol'r time	Review at monthly PC meetings
Governance:					
56	Maintain best practice	Clerk monitor advice from NALC, SLCC, SPCA.	BPC Clerk	Clerk time	Continuing Review at monthly PC meetings
57	Maintain robust governance and financial procedures	Review by HR Committee, Policy Working Group & Finance Committee	BPC Clerk HR C'ttee Finance C'ttee	Clerk time Cllr time	Continuing Review at monthly PC meetings
58	Unqualified Audit Opinion	Full compliance with Financial Regulations and Standing Orders in carrying out Council operations	Clerk HR C'ttee Finance C'ttee All Councillors	Clerk time Cllr time	Continuing Annual Audit



Review and Performance

Parish Councils operate primarily within the statutory legal requirements of the Local Government Act 1972.

When they join the Parish Council all Councillors accept a commitment to carry out their duties and agreed tasks in conformance with the Council's Standing Orders, Financial Regulations, Terms of Reference of Standing Committees, the adopted Policies of the Council and national guidance received from, for example, the National Association of Local Councils (NALC).

At each monthly meeting of the Council the Agenda allows for reports from the Council's standing committees or work groups, plus progress of the Council's activities and the overall Action Plan is reviewed and monitored against the current Action List (see example in Appendix 3).

The progress on the overall Action Plan targets is reported to the Parish at the Parish Annual Meeting which is usually held in April or May in any year.

SUMMARY

The whole purpose of the Parish Council is to safeguard the well-being of Barton under Needwood and of its residents.

Barton under Needwood Parish Council has changed and evolved over the years since it was first constituted in 1894 to adapt to the significant physical changes in the size and the fabric of the village and the needs and aspirations of the residents.

The Council has been fortunate over the past 130 years to have villagers in each generation who have volunteered to step up to address the challenges of their day and to work to support their community.

The current Parish Council members aspire to do the same today and our Plan records what we have been working on this past year and how we intend to respond to the priority issues raised by the community following the consultation exercises carried out in 2024.

It is our intention that this Plan is regularly and actively reviewed to make sure that it remains relevant to the needs of parishioners and we welcome any feedback that anyone would like to give us on it.

The initial point of contact for this is our Parish Clerk who can be contacted by email on clerk@bartonunderneedwood-pc.gov.uk.

Remember that you are always welcome to bring any concerns directly to the Council as a whole at our monthly Full Council meetings or to individual Councillors whose contact details are listed on our web site under 'Your Council'.



APPENDIX 1: Parish Assets

Table 1: List of main assets owned or controlled by Barton under Needwood Parish Council	
Item	Description
1	Barton under Needwood Village Hall (as sole trustee)
2	Collinson Park and the play equipment within plus the CCTV
3	Ash Tree Road Pocket Park
4	Holland Sports Club (the main buildings, the Cricket Field, and the access road and main car park area)
5	The Fish Pond
6	The small garden area at the bottom of St James Road
7	The War Memorial
8	The Parish Burial Ground
9	Office furniture and office equipment in the Parish Clerk's Office
10	The northern (upper) part of the Crowberry Lane Car Park – the 'Village Hall' car park. The southern part of the car park is leased by Barton PC from East Staffordshire Borough Council – the 'Co-op' car park.
11	The Efflinch Lane Allotments (leased from Staffordshire County Council)



APPENDIX 2: Governance

Table 2: List of Policies reviewed and revised since April 2024	
Item	Description
Parish Council	
1	Standing Orders
2	Guide to Meetings
3	Procedure for public sessions
4	Code of Conduct
5	Code of conduct for volunteers
Planning	
6	Planning pre-application protocol
VEC	
7	Village Enhancement Committee Terms of Reference (ToR)
Parks & Open Spaces	
8	Parks & Open Spaces ToR
Finance	
9	Finance Committee ToR
10	General Risk Assessment
11	General revenue reserves policy
12	Asset Register
Burial Ground	
13	Burial Ground ToR



Allotments	
14	Allotments Committee ToR
Communications	
15	Communications Committee ToR
16	Publication Scheme Guide
17	Privacy Notice
18	Data Protection Policy
19	Social Media Policy
20	Complaints Policy and Vexatious Complaints Policy
People	
21	HR Committee ToR
22	Child Protection and Vulnerable Adults Safeguarding Policy
23	Staff Appraisal Process
24	Health & Safety Policy
25	Disciplinary Policy
26	Grievance Policy
27	Dignity at Work Policy
28	Equality & Diversity Policy
29	Records Retention & Disposal Policy



APPENDIX 3: Example of Monthly Action List:

Barton Parish Council - Action List following January 2025 PC Meeting

Minute Number	Action Points	Responsibility	Update
24/19	Gap Analysis SCC Data Protection Services	Policies WP	Policies working party to go through recommendations
24/30.1	Parish Forum to be held in Barton with PFCC and Chief Inspector	ES	Date, venue to be arranged late March.
24/30.2	Options for addressing sub-standard bollard installation near War Memorial	P&OS	Report on options and cost with proposal to be circulated; Cllr Jessel discussing with Richard Rayson
24/30.3; 24/4/7 24/55.3	Queen's Copse - future maintenance	P&OS	Pending consideration of any proposal concerning transfer of ownership from ESBC, BPC gardner clearing on an ad hoc/ as necessary basis. Meeting scheduled with contractor
24/44.2	Diamond Bus Company regarding reinstatement of Efflinch Lane stop	Planning	R. Bell and Planning to continue to press; Clerk to ask for timetables to be updated with Sunday services
24/44.3	Village Green Registration	IG	Chase ESBC - Naomi Perry
24/44.4 & 24/55.4	Burial Ground plaque increase supplier fees; request to allow beech hedge height to grow; signage to be reviewed	BG	Meeting to be scheduled
24/55.2	Planning approval query rear of 10-12 Main St property	Planning	Chase ESBC - Naomi Perry on this and other outstanding queries. Complain to Chief Exec if no meeting by end October. IG to chase
24/55.8	Who does what guide	Comms	Further work required
24/67.1	Electricity supply contract, Fishpond pump	Clerk/Fishpond Co	Review quote and fix new contract
24/71.4	EV Charging Points for Crowberry Lane Car Park	KM	NDA inappropriate; further investigatory work to be continued. Co-op looking into planning.
24/79.2	County Council Needwood Forum	ES	Chairman to write to SCC with concerns re bollards; Flood liaison, the B5017 declassification impact and priority gully list.
24/80.5	HR - Draft Policies	All	Committees to review the policy list of those policies sitting under their Committee to plan out a timescale for getting relevant NALC/SCC model policies reviewed to come to PC for approval
24/95.2a	Barton Brook log pile, Meadow Rise property	Chairman	ES to approach resident again and report to EA if not removed within a week
24/95.4	Quarries PR	Chairman	PR to be arranged around Collinson Park materials supplied for land drainage once work complete
24/105.1	Budget	All	Committees to feedback on budget for final adoption and ensuring adequate funds earmarked for future projects
24/108.4	Burial Ground dog fouling issues	BG	Committee to meet to discuss suggestions to deter dog fouling, eg. signage
24/108.6	Allotments dog fouling issues	Allotments	Committee to meet to discuss suggestions to deter dog fouling
24/108.8	Comms	ES	BPC strategy - updated document to be circulated to all Cllrs for review; to be published late January; Speedwatch page on website to be updated
24/109.2	Fingerpost at War Memorial Refurbishment	P&OS	Professional quotes for refurb to be obtained and establish if SCC permission required
25/05	Bar Lane Action Group to be formed	ES	Cllrs to assist with Action Group
25/07.1	Token to be presented to V. Wright	ES	to establish what he might like
25/07.8	Comms	ES	Chairman to draft Chime article
25/08	Crowberry Lane Car Park	ES, DL	Investigate trip hazard on exit from car park
25/10.1	HSC	JT, IG, ES	Monthly meeting dates to be arranged, mid month
25/10.4	Quarries liaison	ES	Chairman to raise landscape restoration with AJ Estates Manager, respond to resident enquirer
25/11.2	Tree offer	JT	apply for free tree packs



Appendix 4 - Glossary

BDKT	Barton under Needwood & Dunstall Key Trust
BNV	Barton Neighbourhood Volunteers
BPC	Barton under Needwood Parish Council
CCTV	Closed Circuit Television
C'ttee	Committee
Comms	Communications
Cllr	Councillor
dev't	development
EA	Environment Agency
ESBC	East Staffordshire Borough Council
esp	especially
EV	Electric Vehicle
HGV	Heavy Goods Vehicle
HR	Human Resources
HSC	Holland Sports Club
HT	Head Teacher
JTHS	John Taylor High School
Los	
NALC	National Association of Local Councils
p.a.	per annum
PC	Parish Council
POS	Public Open Spaces
POSC	Parks & Open Spaces Committee
Q	Quarter
RBL	Royal British Legion
SCC	Staffordshire County Council
SFRO	Staffordshire Flood Risk Officer
SHLAA	Strategic Housing Land Availability Assessment
SLCC	Society of Local Council Clerks
SPCA	Staffordshire Parish Councils Association
STW	Seven Trent Water Board
VE	Victory in Europe
VEC	Village Enhancement Committee
VHMC	Village Hall Management Committee
Vol'r	Volunteer