

May 2026 Notes including highways report.

Community Fund is now open. Please follow the link below and advertise on your social media and websites please.

Community Fund link: [PDF version](#)

Meetings:

Yoxall PC meeting and assembly.; S2CC Council; Highways; SCC Leader.

Highways:

At the Full Council 21/5/26, I invited Cllr Mason Cabinet Lead to bring the maintenance log and review the pot hole repairs on 2 lanes around Abbots Bromley. I also described how there were other areas of concern esp. around Hoar Cross Hall Hotel & Spa, and expressed that this did not reflect well as a major visitor attraction to the area and Staffordshire. I hope this will prompt meaningful action.

Divisional highways team DHT meeting 22/5/26:

Needwood Forest Division Forum

The highways team and I would like to invite the chair and clerks of all the parish councils to a meeting on 15th October 2025, and a few other designated representatives. This meeting would then rotate around the parish councils. I hope this will be a relatively regular addition.

Please would a parish council like to host this first forum?

A meeting on 22/6/26 with Barton speed action groups has been cancelled due to unavailability of participants, and suitable date could not be achieved this summer. Representatives will be invited to the above forum.

On 10th June a meeting with Abbots Bromley Parish Council is to take place to review and assist with their development of a highways strategic plan.

At the DHT meeting a review was made on a large screen of problem roads and junctions in real time using Google with multiple years analysed. The Speed Compliance Tool was also used to analyse the speed data when and where necessary.

Old New Inn roundabout C18/C5017

Following 2 crashes as request by Cllr Bev George, this was again reviewed. The first crash at present does not require a change. The second investigation analysis has not been received but unlikely to cause any change at present.
Signage etc complete.

Postern Road/C5013/Hopley Road traffic lights and Wt Restriction

A serious crash last Friday has been discussed between SCC Cllrs and Cabinet member. The weight-limit signage and implementation is due in July.

Still awaiting Cadent (gas mains) to sign off paperwork. This is to be FU urgently.

Postern Road, The Acorn to The Adventure Farm footpath.

Reviewed. No action due to the scoping practise of a residential developer. Any footpath would be incorporated in this process.

Rangemore School:

I asked if the road could be made a 20mph. This may be acceptable as the road is as the Speed and Volume survey was 85th per centile being 40mph in a 30mph. A full feasibility study is now to be ordered paid from by my Community Highways Fund (£3000).

Due to the poor anticipated timeline for the Feasibility Study, I will be expressing my concern by email to the Cabinet Member for Highways, and ask for a timely study due to the position of the primary school on this road.

Byrkley crossroads- junction white lines have been done.

To Tatenhill- The replacement of the white lines and SLOW markings from this junction to and including Tatenhill will be reassessed, as they hadn't been done following my previous request.

Tatenhill

S106 money. Highways officer has email the parish council recently.
Horse sign. This will need to be reviewed after the implementation of the new traffic calming measures and signage. It is thought that due to the number of new measures and signs, a further horse sign may not be allowed.

Wt. limit signage Tatenhill and Barton

This was reviewed and all the necessary signs are in place at the A38 for both roads and villages.

One of the Station Road Barton signs from the A38 was slightly obscured by foliage. This will be actioned.

Request: Please photograph and record lorry company and number plate. Contact company and ask them to make sure their lorries abide by the wt limit restriction.

Barton Gate: Following our meeting the Highways officer has requested a meeting with the casualty investigation unit. We reviewed all the onsite footage and approaches, analysing the speed and signage. Having already visited and analysed I asked for the following to be considered.

1. Approach from Dunstall on C18. a. the 50mph at Scotch Hills turning, to be replaced by a 40mph. b. The 40mph to be replaced by a Give Way sign. c. An illuminated Give Way at the junction.
2. Yoxall Road. New left turn signage and SLOW on road
3. Barton Road. New right turn signage.

Nothing will take place until the casualty investigation unit have made their decisions known. They may request certain measures before we are able to discuss the above in any meaningful way.

Collinson Road junction, Barton.

Request for SLOW on road. Reviewed but not actioned due to location and data. It is not suitable to put SLOW signs on every road or land or drive junctions.

Main Street, Barton

Request by me for 20mph.

Due to this road being part of the strategic highways diversion route from the A38, no 20mph is allowed. This is then the same for the Dogshead Lane.

IF (?) any building is permitted, further speed reducing or safety measures may be met by the developer.

Abbots Bromley:

The new officer will order the Amenity Sign for Lichfield Road. The road SLOW signs will then be implemented.

Footpath. Still waiting for the final 2 stakeholders to sign-off paperwork. Resident has emailed due to the lack of footpath implementation. As I expressed I am in almost weekly contact with SCC project team, who are pressing 2 stakeholders who have not signed off their permission. If this isn't forthcoming shortly I will expect SCC to make formal representations.

Bromley Road, Bromley Wood.

Serious motorbike crash. Bike overtaking a bus at bus stop. Road footage reviewed. No action is required.

Goose Lane, yellow lines. No money but this may be financed by the parish council if they wish approx. £7000.

Pinfold Lane

To be reviewed.

Yoxall

Richard Rayson Highways officer assured me that the Cameron Homes SID camera had been discussed at length and was included in the development plans.

The new 30mph at the same place was also reviewed, and is part of the emails comms this month for implementation.

20mph from Savey Lane to Hadley Street is not possible as the road is an 'A' road. We again reviewed the Speed Compliance Tool data and the 85th percentile were under 30mph.

The request for yellow lines at Victoria Street/A515 was also reviewed but no action was required.

If the Pedestrian Crossing unit want to pursue this then that is within their remit and expenditure.

AOB

Abbots Bromley

The Old Cottage, Uttoxeter road, adoption of the grass verge and old vintage structure to be reviewed by the highways lead.

Blithfield Reservoir Angling Club closure- establishing more facts and expressed an initial serious concern with SSW. D/W MP.

Newborough:

Heritage sign requested with my Community Fund grant.

Church Lane flooding issue.

Barton:

Holland Sports Club requested Community Fund assistance.

Rangemore:

Whilmore Stables grey water leak- SSW investigating.

Dunstall-

Illuminating sign missing at junction

Yoxall-

Life ring community funding. This needs to be fully discussed at PC meeting.

Barton under Needwood Parish Council

Accounts for the year ended 31st March 2026

Updated by Siobhan Rumsby, RFO

Summary of Assets & Liabilities

Fixed Assets	2025-26		2024-2025		2023 - 2024	
	£	£	£	£	£	£
Community Assets :						
Village Hall & Car Park	1,175,102		1,175,102		1,175,102	
Fishponds & Surrounds	1		1		1	
Burial Ground	1		1		1	
Collinson Road Playing Field	1		1		1	
Ashtree Road Open Space	1		1		1	
War Memorial	1		1		1	
St James' Garden	1		1		1	
Holland Sports Club	1		1		1	
Other Fixed Assets						
Gardening Equipment	1,919		1,919		1,919	
Playground Equipment	65,352		65,352		65,352	
Office Equipment	3,977		3,977		3,977	
Other Items	89,849		87,054		79,775	
Total	1,336,206		1,333,411		1,326,133	
Bank Balances	141,807		137,116		150,982	
Total Assets	<u>1,478,013</u>		<u>1,477,806</u>		<u>1,477,115</u>	
Difference (Fixed Assets)		2,795		7,279		3,216
+/- Capital Expenditure	2024-2025	2025-26	Difference			
Total Change	94,332	97,127	2,795			

	Date of Acquisition	Acquisition Value	Insurance Value	Replacement Value	Change
Water level gauge	16-May-25	2,795	2,795	2,795	97,127

Total Difference **2,795**

Statement of Variances - Year ended 31 March 2026

Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a difference and a percentage change between years.
2. If the variance is within 15%, no explanation is required (except fixed assets). However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in the 'Item' column within each section, quantified as appropriate. This will automatically calculate the remaining difference and the percentage unexplained. There is additional space in the 'Additional comments/explanations' column, where a more detail explanation can be provided for the movement between years.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'explained' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

Item	2024-25	2025-26	Difference	%	Additional comments / explanations
Box 2: Precept or Rates and levies	81,444.00	82,292.00	848.00	1.0%	
			0.00		
			0.00		
Box 2: Precept or Rates and levies (explained)			848.00	1.0%	No further explanation needed
Box 3: Total other receipts	58,419.00	53,351.00	-5,068.00	-8.7%	
			0.00		
			0.00		
Box 3: Total other receipts (explained)			-5,068.00	-8.7%	No further explanation needed
Box 4: Staff costs	60,756.00	65,944.00	5,188.00	8.5%	
			0.00		
			0.00		
Box 4: Staff costs (explained)			5,188.00	8.5%	No further explanation needed
Box 5: Loan interest/capital repayments	0.00	0.00	0.00	#DIV/0!	
			0.00		
			0.00		
Box 5: Loan interest/capital repayments (explained)			0.00	0.0%	No further explanation needed
Box 6: Other payments	92,973.00	65,009.00	-27,964.00	-30.1%	
Training platform fishpond (previous year)		-8,845.00	-8,845.00		Significant project in year led 24-25 to much less spend in 25-26
Land Drainage(previous year)		-20,000.00	-20,000.00		Significant project in year led 24-25 to much less spend in 25-26
Box 6: Other payments (explained)			881.00	0.9%	No further explanation needed

Guidance: please consider any movements in other payments and whether these may impact the movement in fixed assets in Box 9 below.

Box 9: Fixed assets plus long-term investments	1,333,411.00	1,336,206.00	2,795.00	0.2%	
Purchase of Water Level Gauge		2,795.00	2,795.00		Added purchase gauge in this year
			0.00		
Box 9: Fixed assets plus long-term investments (explained)			0.00	0.0%	No further explanation needed
Box 10: Total borrowings	0.00	0.00	0.00	#DIV/0!	
			0.00		
			0.00		
Box 10: Total borrowings (explained)			0.00	0.0%	No further explanation needed

Barton under Needwood Parish Council

Bank Reconciliation as per statements at:

31-Mar-26

Lloyds Business Account	£	2,001.00
Lloyds Commercial Instant Access Saver	£	21,293.11
Unity Trust Bank Instant Access Saver	£	82,972.14
National Savings	£	35,540.95

Total Bank Balances

£ 141,807.20

Add Credits not on Statement

£0.00 **£ 141,807.20**

Less unrepresented payments:-

£0.00 **£ 141,807.20**

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>	£	135,643.49
<i>Less Expenditure to date</i>	£	130,952.78

Total Cash and Investments as at -

£ 141,807.20

Difference -£ 0.00

RFO. S. Rumsby

Barton under Needwood Parish Council
S. Rumsby, RFO - Year ending 31 March 2026

Receipts and Payments Account

Receipts	2025/26	2024/25
Local Authority Precept	82,292.25	81,444.47
Local Authority Other	1,865.00	13,808.43
Burial Ground	17,740.00	15,170.57
Rents - Allotments, Fishing & Holland Sports	3,820.00	5,033.40
Investment Income (Interest)	2,404.08	2,610.81
VAT Reimbursement	18,685.82	10,997.49
Other + Grants & Donations	8,836.34	407.44
Car Park	0.00	10,390.96
Credits not on statement	0.00	0.00
	<u>135,643.49</u>	<u>139,863.57</u>
Payments		
Salary / Wages	65,943.99	57,988.84
Administration	11,114.25	11,435.29
Burial Ground	2,626.52	3,582.24
Allotments	1,897.91	750.01
Fishpond	4,042.86	15,393.60
Donations & S.137 payments	457.50	823.40
Capital Expenditure	2,795.00	533.00
General Payments inc Maintenance & Repairs	8,888.44	14,255.61
P & OS Grasscutting/Grounds Maintenance	23,054.03	31,047.34
Projects	0.00	727.00
Lengthsman	0.00	2,767.00
Car Park	1,161.65	2,183.02
VAT Payable	7,613.76	11,153.98
Village Hall Salary contra	0.00	0.00
Vec	1,356.87	1,238.74
Unpresented cheques	0.00	150.00
	<u>130,952.78</u>	<u>153,729.07</u>
Net Income for the Year to date	4,690.71	-13,865.50
Add Cash Balances B/Fwd 1st April	137,116.49	150,981.99
	<u>141,807.20</u>	<u>137,116.49</u>
Represented By Cash Balances		
Current Account	2,001.00	2,000.00
Deposit Accounts	21,293.11	18,771.11
Petty Cash	0.00	0.00
Unity Trust Instant Access	82,972.14	81,156.32
National Savings Account	35,540.95	35,189.06
Total Cash Balances	<u>141,807.20</u>	<u>137,116.49</u>
Reconciliation	<u>0.00</u>	

Instructions:

Please complete the coloured boxes with figures per the AGAR and figures for earmarked reserves.

The 'Explanation Required?' box will indicate whether an explanation is required to explain reserves exceeding the tolerable threshold set by Forvis Mazars (1.15 x the higher of precept and total payments).

If explanations are required, please document these in the rows below (*insert more rows where required*).

Once a sufficient amount of explanations has been provided, this will be shown with a 'Yes' in the 'Explanation sufficient?' line.

Box 2	Precept	82,292	x 1.15 =	94,636
Box 4	Staff costs	65,944		
Box 5	Loan interest / capital repayments	0		
Box 6	Other payments	65,009		
		130,953	x 1.15 =	74,760
	Max level of reserves			94,636
Box 7	Balances carried forward			141,807
	Explanation required?			Yes
	<u>Explanation(s) for earmarked reserves:</u> NB: NOT 'general' funds/reserves			
	Car Park resurfacing			35,000
	Burial Ground benches & fencing			2,250
	Legal fees (new Lease)			4,500
	Election costs			10,625
				52,375
	Reserves not earmarked			89,432
	Explanations sufficient?			Yes

Barton under Needwood Parish Council Audit 2025-26

Actions/Recommendations following Internal and External Audit (last year).

1. Internal Control Objective (B) Compliance with Financial Regulations, payments supported by invoices; approved expenditure; VAT accounted for. Council indicated 'No'. An item was purchased and installed without following proper procurement procedures. An independent investigation was carried out and found shortfalls in the system. Our internal auditor recommended finance training for Councillors and reporting of the incident to the monitoring officer.
The monitoring officer was kept informed throughout this incident, and confirmed by email of 17/6/25 that this Council had acted appropriately in the circumstances and closed the matter from a Standards perspective.
Training for Councillors has taken place through the Staffordshire Parish Councils Association and The Parkinson Partnership including Finance for Councillors and Procurement for Local Government.
2. Risk Assessment reviewed 2/10/25 by full Council. Minute reference 25/115.4
3. Standing Orders reviewed 1/5/25 by full Council. Minute reference 25/56
4. Financial Regulations reviewed 5/6/25 by full Council. Minutes reference 25/69/1.1.1
5. Website updated with policies, policy review dates and all significant documents appended to all full Council Minutes available on website
6. Appointment of internal auditor 1/5/25 – minute reference 25/54. Circulated letter from I.A. Kim Squires confirming independence and appointment accepted 5 March 2026 Minute Reference 26/29 1.1.12
7. Earmarked Reserves agreed and minuted on 9/2/26 by full council. Minutes Reference 26/29 1.1.2

Kim Squires Internal Audit Services

52 HANDSACRE COURT
CANON LANE
RUGELEY
STAFFORDSHIRE
WS15 1PQ

The Chairman,
Barton under Needwood Parish Council,
Village Hall,
Crowberry Lane,
Barton under Needwood.
DE13 8AF

12 May 2026

Dear Councillor

Conclusion of Internal Audit of your Parish Council for the year ended 31st March 2026

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Form 3 (AGAR) without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2025/26 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Smaller Authorities Proper Practices Panel Practitioners Guide March 2025.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures
- Digital and Data compliance
- Charitable Trusts (when appropriate)

We have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct

of our work have either been satisfactorily rectified or are noted below. We commend the Council on the high quality of organisation and book-keeping demonstrated during our visits and also on the amount of work that has been undertaken to ensure full compliance with the new Asserin 10 (p4 of the AGAR).

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2025/26 is attached.

It is your Council's responsibility to consider the attached report and the comments below during a council meeting and to consider, if necessary, what actions should be taken to remedy any points raised in the report.

We would wish to draw your council's attention to the following:

1. The Publication Requirements on page 1 of the AGAR;
2. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £65,874) is 0.92 years. We consider this to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter draw your attention to page 38 of the Practitioners Guide 2025 which in para 5.34 gives guidance on General Reserves.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. During the fiscal year your council must review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by the National Association of Local Councils (NALC) April 2025. We shall base our future internal audit plans on the version of the regulations ratified by your council. As the External Auditor will always base their audit on the version considered extant by NALC it is important that you are always closely in line with the NALC template;
3. Copies of your current Standing Orders, Financial Regulations, Risk Assessment and Publication Scheme should be displayed on your councils website and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching);
5. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2025/26 and offer ourselves for re-

appointment. You may use either our company name (Kim Squires Internal Audit Services) or refer to Kim Squires by name in the minutes;

6. If your council wishes to carry forward earmarked funds at the year-end these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

We would take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your website to allow electors to see the complete form and read the External Auditors comments if they wish to do so.

In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights, the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

K. Squires

Annual Internal Audit Report 2025/26

Barton under Needwood Parish Council

ENTER PUBLIC ADDRESS www.bartonunderneedwood-pc.gov.uk ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

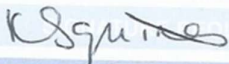
The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	NO CASH KEPT		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).
Date(s) internal audit undertaken: 11/11/2025 12/05/2026
Name of person who carried out the internal audit: Kim Squires

Signature of person who carried out the internal audit:  Date: 12/05/2026

Signature of person who carried out the internal audit



Date: 12/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Local council name: _____ BARTON UNDER NEEDWOOD PARISH COUNCIL _____

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2026

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>5 JUNE 2026</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2026 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>Siobhan Rumsby, Clerk/RFO</u> Barton under Needwood Parish Council, Village Hall, Crowberry Lane, Barton under Needwood, DE13 8AF Email clerk@bartonunderneedwood-pc.gvo.uk</p> <p>commencing on (c) <u>8 JUNE 2026</u></p> <p>and ending on (d) <u>17 JULY 2026</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, Newcastle Office via 30 Old Bailey, London, EC4M 7AU Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) <u>Mrs Siobhan Rumsby, Clerk/RFO</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2026.</p> <p>(e) Insert name and position of person placing the notice</p>
---	---

Barton under Needwood Parish Council - Receipts and Payments Monthly Summary

2026-27

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	1,435.00	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,645.00		
Interest	9.58	23.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.93		
ESBC	44,437.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,437.82		
LA Other	932.50	0.00	99,965.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,897.50		
Burial Ground	0.00	2,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,350.00	16,000.00	-13,650.00
Fishpond	290.00	0.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830.00	2,500.00	-1,670.00
VAT	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		
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grants/donations	0.00	2,136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,136.00		
Total Income	47,104.90	4,719.35	100,505.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,329.25		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	12.58	12.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.48		
Salaries	3,818.97	3,462.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,281.48		
Lengthsmen	254.55	203.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	457.95		
HMRC	1,206.01	1,527.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,733.15		
Nest Pensions	0.00	189.16	189.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378.32		
Admin	1,238.08	2,364.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,602.89		
Donations	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		
CAE - Parks	184.88	1,891.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,076.13	25,808.00	23,731.87
CAE - Burial Ground	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	5,000.00	5,000.00
CAE - Allotments	1,130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.00	2,152.00	1,022.00
CAE - Fishpond	165.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.07	2,500.00	2,334.93
Capital Exp	0.00	3,532.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,532.00		
Maintenance	51.19	588.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	639.41		
Car Park	101.68	101.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.36		
General payments	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		
Projects	0.00	922.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	922.84		
PEC	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	3,500.00	3,500.00
VAT	44.63	1,076.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,120.97		
Total Spend	8,207.64	15,872.26	189.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,269.05		

Barton under Needwood Parish Council -

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

04/06/2026

		£	£	£	Allocation
Payee	Description	Value Gross	VAT	NET	
Salaries total		4,222.84		4,222.84	HR
Nest Pension Scheme		189.16		189.16	HR
HMRC		1,415.09		1,415.09	HR
Lloyds	Bank Charges	12.90		12.90	Admin
Sky mobile	mobile phone and CCTV data	48.25		48.25	Admin & CAE
Microsoft	Subscription	84.99		84.99	Admin
Kim Squires	Internal Audit	232.10		232.10	Admin
SSE	Electricity Fishpond	247.42	11.78	235.64	CAE
BT	Landline and Broadband 1/4 - 31/7	268.32	44.72	223.60	Admin
Country Services	Oil for gardening equipment	25.94	4.32	21.62	Maintenance
Hydro International	Maintenance for gauge	802.80	133.80	669.00	Maintenance
Playdale	Annual Inspection Collinson Park	312.00	52.00	260.00	CAE
S Gaynor	Reimbursement graphite grease	12.95		12.95	CAE
A Davis	Reimbursement refuse bags	11.94		11.94	CAE
Burton Skip Hire	Burial Ground skip	235.00	39.17	195.83	CAE
M Hassall	Reimbursement book tokens	90.00		90.00	PEC
			Total	7,925.90	

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

Notifications:

SSE Energy Solutions

Fishpond Electricity	Standing Charge	Day	Night
Previous Rate 5 March 2026	400 pence per day	36.24 p/kWh	32.31 p/kWh
New Rates 20 May 2026	399.99 pence per day	38.31 p/kWh	34.38 p/kWh

Signed:

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

31-May-26

Lloyds Business Account	£	2,000.00
Lloyds Commercial Instant Access Saver	£	49,025.10
Unity Trust Bank Instant Access Saver	£	82,972.14
National Savings	£	35,540.95

Total Bank Balances **£ 169,538.19**

Add Credits not on Statement

540.00
99,965.00

£100,505.00 **£ 270,043.19**

Less unrepresented payments:-

189.16

£189.16 **£ 269,854.03**

Opening Balances :-**Bank Statements as at 31st March 2026**

Lloyds Current A/C	£	2,001.00
Lloyds Deposit A/C	£	21,293.11
Unity Trust Bank IAS	£	82,972.14
National Savings	£	35,540.95

Parish Council - **Total £ 141,807.20**

Add Receipts to date £ 152,329.25

Less Expenditure to date £ 24,282.40

Total Cash and Investments as at -

£ 269,854.05

Difference -£ 0.02

RFO. S. Rumsby

Barton under Needwood Parish Council

Notes of the Meeting of the Planning Committee 11th May 2026

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

Apologies: Cllr Lord

Declarations of Interest: None

P/2026/00369 76 The Green Application under Section 73A of the Town and Country Planning Act 1990 for the variation of Condition 2 (Plans) attached to P/2013/00420 for the erection of 2 attached dwellings to enable the minor relocation of dwellings within the site.

The application site is located on land to the south of the Royal Oak PH at The Green. The frontage development consists of a detached property, fronting The Green, and what looks like a barn conversion immediately behind. From looking at google earth, immediately behind this appears to be another detached property. Separated by the access road into the site, on the southern side of this frontage development exists another rectangular long barn which has also been converted. We do not know how many dwelling units are within this conversion.

To what is effectively the north-east of this frontage development is an area of undeveloped land, bounded by a field boundary of hedgerow and trees. It is this area which is the subject of this application. There is only one drawing associated with this proposal on the ESBC website. This shows an L-shaped form of development with the rear of the longer part of the 'L' facing the field boundary and the trees and the other rear part of the L shape having a boundary with the Royal Oak. Both proposals have an accompanying garden area. There are no elevational drawings available.

The above description refers to an earlier planning application (P/2013/00420). On trying to understand the context and background to this proposal, we discovered that this application relates to the planning permission for 2 dwellings on the site. We must assume, therefore, from the limited information we have, that this application is to slightly vary the siting location of the two dwellings which was subject to a planning condition on the original decision notice. But we do not have a plan showing the original location and, therefore, it is difficult to identify how this siting location may have changed. We also found out, however, that this application was approved following the submission of an even earlier planning application (P/2010/00730) for three dwellings. This application had been refused but was approved on appeal and hence, we assume, the submission of the application in 2013 for just two rather than 3 dwellings. (Whilst we were able to find the planning history, we could not find the documents for these planning applications on the ESBC website and, therefore, we have no idea as to why permission for two dwellings was regarded as preferable and indeed why the proposal was allowed on appeal). Following this approval, we noted that the settlement boundary for the village in the Local Plan 2015 included the whole site, presumably to respect the approval of the 2013 application.

We have a number of issues with the planning application :-

- (1) The 2013 planning permission was presumably for a detailed approval. It is assumed that this would have lasted for five years, taking it to 2018. As it is now 2026, looking at Google Earth, no development appears to have taken place on site. This would suggest that the permission has run out of time. We, therefore, have to question why this proposal is not being dealt with as a fresh planning application?
- (2) We have a problem with the accompanying plan/drawing. It does not seem to relate to the reality on the ground or at least what we can see on Google Earth. The detached property to the rear of the barn on the north-eastern side does not appear to be on the same alignment as seen on Google Earth. Behind this detached property lies another form of development although it is not immediately clear what it actually is. It has a rectangular shape and if it is still there, then this use would seem to impede and conflict with the location for the two dwellings proposed under this planning application.
- (3) We had always assumed that the Highway Authority has a limit to the number of dwellings it will allow to be accessed off a private drive. From our analysis and research above it is difficult to discern just how many properties use this access and whether or not the addition of another two dwellings would fall foul of any highway concerns.

Resolved: Whilst we acknowledge the original approval (P/2013/00420) for two dwellings on the site and the fact that the site falls within the settlement boundary of the village, we are concerned that the only accompanying drawing does not seem to reflect the reality on the ground. An amended plan showing the location of the proposed two dwellings in relation to what is on the ground is, therefore, necessary. We are also concerned that in view of the permission being 13 years old we do not understand why this is not being treated as a fresh planning application. In addition, we express our concerns as to whether the addition of these two properties might fall foul of the Highway Authority concerns over the number of properties to be served off a private drive. Until we have some further information which addresses these issues, we will find it difficult to make any representations on this application.

P/2026/00406 61 the Green Erection of a two-storey rear extension with solar panels and flue and single front and side extension

This is a proposal for a front, side and rear extension to a property on the eastern side of The Green at the junction with Dogshead Lane and Bar Lane. It is a corner plot and also benefits from an extension to the curtilage of the property (P/2021/007190). This extended the property's boundary beyond the settlement boundary of the village, but ESBC felt that it did not impact on the local landscape character.

The front extension rounds off the front elevation more or less on the majority building line. In doing so it presents a more attractive and symmetrical elevation. The rear extension extends the two dormers fairly significantly, with solar panels on the roof and large patio or bifold doors on the ground floor elevation. These large horizontal patio doors make for a discordant feature especially when the upper floor immediately above consists of two large

rectangular portrait shaped windows. The side extension is similarly two storey with solar panels and patio doors on the ground floor

The application is accompanied by a Heritage Statement by virtue of the listed farmhouse and barn to the south separated from the property by a kind of small paddock area.

Resolved: No objections in principle, but in view of the proximity of the listed property we just wonder whether the abundance of glass in the rear elevation might detract from the setting of the listed building and meets the criterion of Policy SP 24 to make a positive contribution to the area.

P/2026/00390 24 Cedar Drive Erection of single storey side extension and former roof extension

The application site is on a corner plot on the north side of Cedar Road at its junction with Arden Road. The property is a semi-detached dormer bungalow. The proposal extends the flat roof slightly on the front elevation, becoming a larger extension on the side. A similar slight extension is proposed on the rear elevation. By virtue of the location of the rear extension, overlooking would not appear to be an issue and the corner plot would appear to be large enough for the proposals.

Resolved: No objections

Planning Applications P/2021/01502 and P/2021/010504 Home Farm Dunstall

The Planning Committee noted that this planning application for the substantial redevelopment of Home Farm including listed buildings for various uses including a farm shop, restaurant, car parking etc. was being reconsidered at the ESBC Planning Committee on 12th May. This follows a previous Committee decision which deferred the proposal pending further consideration of highway safety measures. The applicant now proposes three passing places on nearby roads. According to the Committee report these changes do not satisfy Staffordshire County Council as highway authority both on safety grounds and also on the sustainability of the proposal. The County Council recommended a refusal accordingly. The Planning Officer's recommendation to the ESBC Planning Committee, therefore, reverts to one considered at the earlier meeting. This envisaged refusing the larger proposal but approving the conversion of the listed buildings.

The Parish Council's concern was with the impact of any additional traffic generated by the proposal on the local road network. The creation of these passing places would be of no benefit to the village. We were also concerned that the vast majority of traffic would arrive by car and the accompanying Travel Plan proposed a mere 10% reduction by car use over a five-year period. There appeared to be no provision for transport by other means. We had also been alarmed by a reference in the Sustainability Statement (2023) which indicated that as the business grows the Estate would like to develop further activities.

NB. Looking at the video recording of the ESBC's Planning Committee 12 May 2026, it appears that the Committee felt that the applicants had overcome the road safety concerns and that the advantages of the proposal outweighed the disadvantages and the application was approved. We will have to wait and see the details.

Local Housing Needs

Cllr Sharkey reported on his and Roger Bell's video call meeting with Paul Keats a Staffordshire Rural Housing Enabler, Tony Price, the Trent and Dove Housing Association Director and Hannah Barter of Urban Vision Enterprise, a planner specialising in rural housing needs. Hannah is undertaking the analysis of the Yoxall data. The meeting was arranged by Paul for us to find out more information regarding the benefits of undertaking any local housing needs assessment. Paul had been working with Yoxall Parish Council in developing a housing needs survey which looked at both the need for affordable and market housing. As a result of the meeting, we now have a clearer idea of what might be possible for our money. We concluded that the best course of action was to wait and see how valuable we think the results of Yoxall's housing needs study are before deciding whether such a study might be beneficial for Barton.

Date of Next Meeting Tuesday 26th May at 5:00pm

Barton under Needwood Parish Council

Notes of the Meeting of the Planning Committee 26th May 2026

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

Apologies: Cllr Lord

Declarations of Interest: None

P/2026/00458 183 Efflinch Lane Demolition of existing single storey extensions and conservatory to facilitate the erection of a single storey rear/side extension

The application is to demolish a conservatory and a small rear extension and replace with a full width flat roofed rear extension with roof lanterns. This does help to rationalize what is currently at the rear, but the extension does project slightly into the driveway area.

Resolved: No objections

P/2026/2 Wharf Houses, Barton Turns Felling of 2 rows of Leylandii trees forming boundary hedges at the front and rear/side of the property

Resolved: No objections to the felling of these leylandii trees

P/2026/155 Efflinch Lane Erection of single storey extension to rear of property. Integral double garage extension with double en-suite bedroom over.

This property looks to have already had a substantial addition on its northern side. At least on the front elevation this extension is stepped back from the host building and its design reflects what we assume is the inter-war mock Tudor feel of the property. The plot size is large, but the symmetry is proportionate. The addition of this proposed a two storey extension with dormers and integral garages looks to be an extension too far. Whilst we appreciate the touches of the pitched roof and the addition of a chimney, this proposal looks out of place as though it should belong to a more modern residence. The ridge line looks slightly above that of the host building and that adds to its overly dominant feel. In the context of the street scene, we feel that the massing may represent an overdevelopment of the site (Policy DP 1) and, accordingly, may have an overbearing impact on adjacent dwellings (Policy DP 3). We are also concerned that gaining access to the garages will mean the removal of a grassed area which currently contributes to the setting of the property.

The rear elevation now proposes a large almost half width flat roofed extension. These horizontal lines of the flat roof clash with the vertical dominance of the upper floor windows. The abundance of glass and the number of patio doors means that any attempt to maintain the character of the host property has been lost. The proposed material of vertical larch boarding at the rear of the garages and for the extension clashes with we assume the render and brickwork of the rest of the property. We also wonder how the wood panelling will weather such that any intended contrast of materials will be lost with time.

As a result of these comments, we therefore feel that the proposal is contrary to Policy SP 24, which states that all development proposals must make a positive contribution to the area in which they are located. Whilst we accept that the rear extension may not be visible from public gaze the policy does not make this as an exception. This policy states that developments should reflect the existing density and, therefore, be in character with the area. In view of the massing, we do not think it does. The policy also requires developers to demonstrate how they have responded to the criteria of this policy, and this has not been done.

Resolved: Object to this application as being contrary to Policies DP 1 and 3, for being overdevelopment and having an overbearing impact. We also object to the proposal as being contrary to Policy SP 24 for not making a positive contribution to the area and not demonstrating how the applicants have met the criteria within this policy.

P/2026/00455 29 Station Road Retention of 2no non illuminated fascia signs, 1no non illuminated hanging sign and 1no non illuminated wall mounted sign and display of 1no non illuminated wall mounted sign

Resolved: No objections

P/2026/00432 Stoneyford Farm, Dunstall Lane, Stoneyford Prior approval for the conversion of an agricultural building to form 2 dwellings

The application is located at the south-eastern corner of what looks to be a large agricultural enterprise on the north side of the junction of Dunstall Lane with Longcroft Lane. This is an application made under Class Q of the General Development Order 2015. Class Q permits the change of use of agricultural buildings to residential use together with the building operations reasonably necessary to convert the buildings provided certain conditions are met. In planning terms this essentially means that we cannot consider this application as against normal local plan policies but only against a limited range of issues. These include transport and highways, noise, contamination and flood risks, whether the siting or location is undesirable, whether the design is appropriate and whether there is adequate natural light. The application does not seem to be supported by a structural survey.

Bearing in mind the barn is of brick and render construction, the conversion will take place within the confines of the existing building. It looks like much of the agricultural character is retained and there appears to be no impact on these limited criteria.

Resolved: No objections

P/2026/00440 Land off Efflinch Lane Erection of 55 no. dwellings including details of access, landscaping, and associated infrastructure and works including the creation of an attenuation pond, siting of a pump station and a sub-station

This major application has been submitted by Cameron Homes for 55 houses on a 2.16 hectares. The site is irregular in shape although it more or less resembles a rectangle. It is

currently a grassed area and has been in agricultural use. To the north is the Causer Road development, and to the east is the slightly later development of 25 houses. To the immediate south is Mill Lane with residential use on its southern side. The site is enclosed on all sides by an established line of trees and hedgerows which includes some TPOs.

The Committee discussed a working draft response for this application which considered the planning policies, the design and layout, the traffic assessment and a travel plan, the provision of open space and the flood risk and drainage strategy. As far as the planning policies are concerned then the site is not allocated for development in the Local Plan. Indeed, it falls outside of the settlement boundary and is, therefore, contrary to Policy SP 8. National Planning polices indicate that Local Planning Authorities must maintain a five year supply of housing land at all times. Should there be less than a five year supply then the weight that can be given to the housing policies in the Local Plan reduces. The applicants indicate that it should be permitted because they feel ESBC is unlikely to be able to maintain a five year supply of housing land over the next few years. As far as we are aware ESBC does still have a five year supply. The site has also been identified in the Strategic Housing Land Availability Assessment as being available but not suitable, achievable or developable. The Committee felt that the layout lacked some creative flair and did not necessarily reflect the character of the village. We also believe that there will be problems with the disposal of foul flows into the existing sewers in addition to the capacity issue at the treatment works.

We will update and amend the draft report with a view to placing it on the agenda for the Parish Council's meeting on 4th June, with the proviso that our detailed comments on the foul and surface water situation may be submitted at a later date once Cllr Lord has had the time to consider the Applicant's assessments.

Barton under Needwood Parish Council

Report of the Planning Committee

P/2026/00440 Land at Efflinch Lane

Erection of 55 dwellings including details of access, landscaping and associated infrastructure and works including the creation of an attenuation pond, siting of a pump station and a sub-station

Summary of the objections and the main points of concern:-

- *The site is not allocated for development in the Local Plan;*
- *The site lies outside the settlement boundary of the village;*
- *The Local Plan allocated enough land to meet the housing needs of the village until 2031;*
- *Further development in Barton might impact on the overall development strategy for the Borough;*
- *Should further housing be required in the village then this should be assessed through the preparation of a new Local Plan;*
- *The Strategic Housing Land Availability Assessment 2021 identifies the site as being achievable but not deliverable, suitable or developable;*
- *As far we are aware the Borough has a five year's supply of housing land and, therefore, the Local Plan housing policies should carry some considerable weight;*
- *The layout seems to mirror the adjoining developments. The quality of the residential street is as important as the individual dwellings. The street elevations could reflect more of the character of the village;*
- *No attempts appear to have been made to make, at least, pedestrian links with the adjoining developments. The location of the open space only seems to benefit the nearby occupiers as opposed to the estate as a whole. The affordable housing should be indistinguishable from other market housing. Here it seems to be hidden away from the main access road and is not fully integrated. Amenity space also seems limited;*
- *Trees and hedgerows should be protected;*

- ***Does the surface water drainage strategy take account of the raised level of the adjoining site? We understand that there is no capacity in the Mill Lane foul sewer and that the sewage treatment works is at capacity;***
 - ***We feel that the Transport Assessment underestimates the number of trips to be generated from the development. Trips from this proposal will add to the congestion at junctions in the village at peak times;***
 - ***The Travel Plan is underwhelming and lacks ambition.***
-

Introduction

A major detailed planning application has been submitted by Cameron Homes to develop approximately 2.16 hectares of land off Efflinch Lane. The site is irregular in shape although it, more or less, resembles a rectangle. It is currently a grassed field and not in use although we assume it is classified as agricultural land. To the north is the Causer Road development of 130 houses (P/2011/01359), largely completed by 2017. To the east is a more recent development (P/2014/01490) for 25 dwellings which was developed slightly later than Causer Road. To the immediate south is Mill Lane with residential use on its south side. According to the applicant's Planning Statement (para.2.8), the site is enclosed on all sides by an established line of trees and hedgerows which includes some TPOs on the northern boundary. Access to the site is via a new access road, located to the south of the Captain's Lane junction. This is a 5.5m carriageway with a 1.8m footway.

The application is accompanied by a range of accompanying documents including a Design and Access Statement, a Flood Risk Assessment, a Travel Plan, a Housing Needs Assessment and an Open Space Assessment. There is in addition a proposed layout diagram, detailed house designs relating to a range of house types and sizes. Market housing (60% of the total ie.33) consists of – 8 2bed, 12 3bed, 11 4 bed, and 2 5 bed homes. Affordable housing (40% of the total ie. 22) consists of 8 1bed, 8 2bed and 6 3 bed homes.

Parish Council Comments

Planning Policy Considerations

We had been alerted to this proposal by some early press coverage although it took some time for the application to be formally registered and hence the recent consultation on this planning application. We were also made aware that something was happening by a recent

postal questionnaire about housing needs by the Pegasus Group, agents for Cameron Homes.

Legislation dictates that planning applications are required to be determined in accordance with the development plan unless material consideration indicate otherwise. This means that the Local Planning Authority has to assess the proposal against the policies in the Local Plan as well as considering the merits of the proposal itself and any other relevant considerations such as Government policy as set out in the National Planning Policy Framework (December 2024).

The starting point has got to be what does the Local Plan say about this proposal. The site is not allocated for development in the Local Plan. In fact, the site lies outside, albeit immediately adjacent to the settlement boundary for Barton. The Local Plan was adopted in 2015 and as stated in the document "Note on 5 Year Land Supply Methodology" dated March 2025, the Local Plan continues to meet the housing needs of the Borough up to 2031. Logic would dictate that sufficient land has, therefore, been allocated to meet the needs of the Borough including Barton under Needwood village up to 2031. If that logic applies, then there is no immediate need for this site

As we noted above the site lies outside the settlement boundary of the village. This defines the built-up part of Barton and means that the principle of development inside the boundary is acceptable, whereas development outside the boundary falls into the open countryside, where restrictive planning policies apply. Here Policy SP 8 states that development will not be permitted unless it meets a range of criteria, for example, if it is essential to meet the needs of an existing business or it is otherwise appropriate in the countryside. If it meets one of these criteria then there is a second range of hoops that it also has to address. We cannot see that this proposal meets any of the criteria of Policy SP 8 as, for example, housing is not regarded as otherwise appropriate in the open countryside.

The Local Plan sets out a Settlement Hierarchy. Policy SP 2 directs development to the most sustainable locations. The most sustainable locations are defined as Burton and Uttoxeter. The second tier in the hierarchy includes four 'Strategic Villages' which are Tutbury, Barton Rocester and Rolleston. Further down the hierarchy are what are referred to as Local Service Villages and then Small Villages and Settlements. The further down the hierarchy you go the less the amount of housing development is proposed as these are less sustainable settlements.

This is also reflected in the provision of homes and jobs as set out in Policies SP 3 and SP 4 which allocates housing numbers to these layers of the hierarchy. The implication is that you direct development to these more sustainable locations, in terms of services and facilities, so that you restrict development elsewhere. In this way, the Local Plan sets out a development strategy for the whole borough. We, therefore, object to the proposal as being contrary to Policies SP 2,3 and 4. If, for whatever reason, further housing, over and above the Local Plan, is deemed to be required then the sustainable hierarchy of the development strategy surely dictates that it should be directed, in the first instance, to the most sustainable locations, i.e. Burton and Uttoxeter. Approval of a major housing proposal in

Barton may, therefore, have a negative impact on the development strategy because enough housing has already been allocated here until 2031.

The applicants admit that their site falls outside the settlement boundary and, is, therefore, contrary to Policy SP 8. They do not seem to attempt to look at this site against the criteria in that policy merely arguing that if there is no five year supply then the effect of this policy is reduced. They argue that the site is immediately adjacent to the built-up edge of the village and sits within a transitional area where residential development has already reshaped the southern part of Barton. As such, they argue that their site forms a coherent extension to the evolving pattern of development. This approach, however, does not address the issue that the Local Plan, adopted in 2015, allocated enough land to meet the needs of the Borough to 2031 and set out a development strategy accordingly. If this southern area of Barton is in a transition, then surely the best approach is for a new Local Plan, looking forward over a longer time period, to identify the future direction of the village. It should not be determined by an opportunistic proposal. We do not know if further land is likely to be allocated in a future Local Plan in this part of the village. If it isn't then what is this part of the village transitioning into?

We recognize that the site is surrounded by development on three sides. But we assume that the Local Plan left this site outside of the settlement boundary for a reason. We also recognize that decisions were made for residential use on sites at Causer Road before the adoption of the 2015 Local Plan and, therefore, before the operation of the current policies. There may be other more appropriate uses for the site, and it will be for a new Local Plan to determine what they might be. We also accept that Barton is defined in the Local Plan as a "Strategic Village" and that although the site falls outside of the settlement boundary, the village is regarded as a sustainable settlement. But you determine planning applications in accordance with the Local Plan and, therefore, we submit that the local plan should carry some considerable weight. It is, of course, open to the applicants to promote this site as a potential allocation in the revised Local Plan where it can be considered against other potential sites to meet any identified future housing need.

We can also refer to the Strategic Housing Land Availability Assessment. This is a document which Local Planning Authorities are required to prepare and keep up to date from time to time. The latest version on ESBC's website is for 2021. This document looks at the potential of sites to meet the Borough's five year supply of housing, but inclusion of a site within the Assessment does not bring with it any confirmation that it should be developed. The applicant's site is identified in the documents (Site 92) and whilst it is regarded as being available, it is not considered to be achievable, deliverable, suitable or developable. Indeed, a timescale for development is identified as 15 years+.

We believe that the Local Plan should carry some considerable weight in determining this application. It is not allocated for development in the Local Plan, and it also falls outside the settlement boundary for the village. As such it is contrary to Policy SP 8 for development outside settlement boundaries. We also note the assessment of the site within the Strategic Housing Land Availability Assessment that it will not be deliverable. Because enough land has been allocated to meet the needs of the village until 2031, then we also believe that it may be detrimental to the development strategy for the Borough as set out in Policies SP 2,

3, and 4. Any new direction in terms of where any future housing growth should take place should be determined through the Local Plan process, where all potential sites can be assessed, as opposed to an opportunistic proposal.

Material Considerations

National Planning Policy Framework

Government policy as set out in the National Planning Policy Framework December 2024 (NPPF) is regarded as a material consideration. This has recently been updated in view of the Government's proposals for growth which include the target of providing 1.5m homes over the next five years. To meet this requirement a local housing need figure for each district has been identified. This is expressed purely in terms of a nationally derived figure and for East Staffordshire this is proposed to be 602 houses pa. This is above the 546 houses pa found in the Local Plan (10384 over the period 2012 to 2031). Local Planning Authorities are also required to monitor the supply of housing to demonstrate that there is a readily available supply of land to meet housing needs over a period of five years.

In the short term, a report to ESBC's Cabinet Meeting 24th March 2025 noted that this national need for further housing is likely to result in a reduction of the housing land supply. The report also suggests that, due to the increased housing requirement, the ability to maintain a 5 year supply is likely to become more difficult. The implication of this is that where a housing land supply falls below 5 years then the weight that can be afforded to housing policies reduces.

In May 2025, ESBC produced a paper on the current status of the five-year supply as at year ending March 2025. This stated that there was a supply figure of 5.13 years, based on an annual housing need of 637. We note that this annual figure is above the government's estimated global figure for the Borough of 602 houses pa. Whilst the overall supply has reduced, we can only conclude that the Borough still has a five-year supply and, in addition, that this is above the Government's prescribed per annum target.

We also note that just recently ESBC has published and East Staffordshire Local Housing Needs Assessment Update in February 2026. This document provides a comprehensive assessment of the factors affecting the local housing market including employment, an analysis of the cost and affordability of housing, an assessment of the type and tenure of future housing need and as a result an overall calculation of housing need for the Borough. We assume that this document will set the framework for the housing policies for the new Local Plan. Essentially the study finds a requirement for 616 dwellings per year which equates to 11,088 homes over the period 2025 to 2043. There is also a total annual affordable housing need of 153 per year which represents 24.9% of the total. For the purposes of this study the Borough was divided into sub areas but there was no specific housing need identified for Barton. We note that the proposed housing figure of 616pa is

slightly above the Applicant's figure but below the figure of 637 houses pa used in ESBC's five year supply calculation in May 2025.

In order to justify their application, the Applicants appear to put great weight on the fact that ESBC cannot meet a five year supply. From the evidence available to us the Borough does have a five year's supply, and this is based on a figure of 637 per year which is higher than either the 602 or 616 per year figure. We must also note that the Strategic Housing Land Availability Assessment stated that the land was not deliverable and put a date of it being developed some 15 plus years hence as from 2021.

In the circumstances we have outlined above we still believe that great weight should be given to the Local Plan. We acknowledge that the NPPF is a material consideration, but we believe that the circumstances of a presumption of sustainable development where a five year supply is not attainable have not been met and consequently we believe that the Local Plan currently complies with the NPPF guidance.

One of the key concepts of the National Planning Policy Framework is that there is a presumption in favour of sustainable development. But the Framework clearly states that this presumption does not change the statutory status of the development plan. Where the Local Plan is up to date, which we believe it is, in terms of the five year supply, then it should prevail.

Design

The application is accompanied by a Design and Access Statement, which explains the design principles and concepts that have been applied to the design and proposed layout of the development. The applicant's design vision for the site includes a development which recognises and works with the landscape, provide high quality homes and ensures a well connected community. This document looks to be a fairly comprehensive assessment of the site which covers key views, an assessment of the local character of the village which includes roofscape, windows, materials and boundary treatments. As a result of this analysis the applicants have come up with a concept design and then they develop a layout from that concept. The concept involves a main estate road aligned west to east with some culs de sac of this with an attenuation pond, for surface water storage, at the far eastern end of the site.

We are disappointed that the layout has zoned in on this particular concept with no apparent alternative concepts having been identified or tested. The design concept results in a longitudinal layout with a central estate road for serving the development with the vista and focal point at the end of the development being an attenuation pond and the adjoining residential development. A similar style of layout appears to have been adopted as for these two earlier developments, prompting the applicants to claim that they have integrated their design effectively.

Our view is that the layout lacks creativity and flair. This is particularly reflected in the drawings of the street elevations. Looking at these drawings you get the impression of long lines of houses albeit of different types but all fronting the road. There is some space

between the properties, but this is taken up by parking areas, culs de sacs and driveways, which appear to lack co-ordination and cohesion. The layout is functional, but surely there can be a more creative and attractive ways of designing streets which link buildings, forms and spaces, and which reflects the character of the village. We perhaps ought to state that we made similar comments about the layouts of the Causer Road developments at the time, but obviously they fell on deaf ears!

Whilst the ESBC Design Guide is referenced in the Design and Access Statement we are not sure what aspects have been taken into account in this layout. Para 2.2.1 for example states, ***“In residential development the quality of the streets is as important as the quality of the individual dwellings. A well designed house will be undermined by a poorly designed street. Conversely a carefully designed street can provide an attractive, safe and pleasant setting to a dwelling improving its attractiveness and value as a result”***. Cameron Homes, like most housebuilders appear to have a pattern book of house types which are used in their developments. Typically, these are of square box proportions, but these do not always correspond to the wide range of building styles and house types within the village.

A section of ESBC’s Design Guide specifically references Barton under Needwood and helps to define some of the characteristics of the village which could be reflected in the design:-

- ***The winding Main Street together with Station Road create the backbone to the settlement pattern, with strong frontages edging those streets. The enclosure created by the many buildings is strong though there are also a number of yards and lanes which lends a distinctiveness to Barton;***
- ***Buildings sit both front onto and side onto the street and add variety and interest to the street scene. There is also a wide variety of building styles;***
- ***The predominant building materials are red-orange brick with some limited use of Staffordshire Blue Brick for detailing. Roofs are generally steeply pitched and simply designed ending in gables, some of which turn onto the street;***
- ***New development should reflect these basic characteristics.***

Our other thoughts on the layout include:-

- Despite the applicants stating that the layout maximises the benefit of the site’s proximity to local facilities, it is unfortunate that opportunities to make pedestrian links have not been taken. Half way along the access road, for example, it looks like it might be possible to make a pedestrian link with a hammerhead on the Causer Road site. Also, it is not clear how the area by the attenuation pond links pedestrian access into the adjoining residential development. This is important because then it has links to the Marina, Holland Sports and the Junior School;
- There appear to be no cycle paths, or again no apparent links to the adjoining development. This is strange in the light of the professed objective of maximising the site’s proximity to facilities and the Travel Plan’s objectives;
- The open space appears to comply with ESBC standards but for some reason it is located on the southern boundary of the site. On the face of it this location benefits the owners of properties fronting that area and also provides a green aspect for

properties fronting Mill Lane. This is also an area where the pumping station is located. There appears to be no designated play area or play equipment proposed. We are aware that there is a general consensus among open space providers for one larger area, but the location doesn't look as though it relates to or integrates within the development;

- We assume that if the attenuation pond is full then will this area have to be fenced off for safety purposes or is it to be regarded as public open space?
- Whilst we appreciate the amount of affordable housing being provided within this development, it does appear as though it is contained within one or two locations and hidden within the culs de sac, rather than being integrated more fully within the estate. In some cases, amenity provision for affordable housing units seems limited and not easily accessible;
- Our experience with the Causer Road development is that over time owners have been wanting to extend their properties. As a result, many houses have lost integral garages to additional residential space and in the process front gardens have been paved over to provide additional parking. We, therefore, call on designers to take account of this possibility and to design layouts in such a way as to reduce the potential for overlooking and reduce surface water run-off.
- Our other concern with the Causer Road development is with the protection of trees, hedgerows and in some cases trees with Tree Preservation Orders on the sites' boundaries. As a Parish Council we have commented on many planning applications for permission to lop, top or fell these trees. If no development had taken place, then there would have been no concern, but the paraphernalia of domestic life means that owners wish to remove branches or even fell trees because they feel that they are suffering from daylight problems. We also need to ensure that any built development does not affect root growth. The lesson of this experience is surely that in designing any layout more thought, attention to detail and priority is given to the amenity of the trees and hedgerows such that future issues can be foreseen at the design stage. If the amenity value of the trees and hedgerows demands it, then ESBC should consider making some form of group protection order for trees and hedgerows on the sites' boundaries;
- We assume that most housebuilders will be aware of the kind of issues that have arisen with the Causer Road housing and would, therefore, wish to design a development which is fit for purpose for the longer term.
- The experience of the Causer Road site is such perhaps not enough provision has been made for off-street parking. This had led to cars parking half on the road and half on the footway. We fear that a similar situation may arise here with the potential consequence for inadequate access for emergency services.

Whilst we appreciate the Applicant's detailed analysis as set out in the Design and Access Statement, we feel that perhaps not enough attention has been given to whether the proposal reinforces the character and identity of the area through local distinctiveness and by respecting local patterns of development. Accordingly, we feel that the proposal may be contrary to Policy SP 24 in not making a positive contribution to the area in which it is located.

Housing Needs Survey

We note that para 82 of the National Planning Policy Framework December 2024 states that in rural areas planning policies and decisions should be responsive to local circumstances and support housing developments that reflect local needs. It is therefore to the Applicant's credit that this this planning application has been supported with a housing needs survey. As a Parish Council, however, we did receive some comments to the effect that the survey was rather rushed, and some households noted that there was very little time to respond.

The Housing Needs Survey was undertaken in April this year with 375 residents responding to a questionnaire, which represented a 19% response rate of all households in the village. The survey asked questions about current and future accommodation needs, including affordability and any special requirements.

According to the Applicant's analysis affordability was highlighted as a growing problem, as younger families and first time buyers struggled to remain in the village due to rising prices. There also appeared to be a problem for downsizing for older households. Here there was a demand for bungalows. Detached family homes were identified as the second priority. Affordability is relative as the survey noted that 64% could afford more than the median house price of £320,000.

The applicant's note that the results are broadly in line with the Parish Council's own survey in 2024 in terms of recognising the need for affordable homes suitable for first time buyers and accommodation which meets the needs of older residents, especially with accessibility needs. The applicant's, therefore, conclude that their proposed development responds positively to this identified need by delivering a mix of dwelling types, sizes and tenures.

We note from the Survey's results that, "nearly 1 in 4 residents expressed support for development". There is little further analysis of this statistic, but this would seem to suggest that 75% or thereabouts were either against the development or did not answer the question. This is not a particular enthusiastic endorsement. Whilst we acknowledge the mix of house types proposed, there is little further detail about the type of affordable housing and of what tenure, be it low cost housing for sale, shared equity or social housing for rent. The demand for bungalows does not appear to have been met.

In preparing the Parish Council's comments on another current planning application for residential development in the village, we tried to get an idea of the impact of such uses on local services. We spoke to the local schools. From what we can gather, the Infant and the Junior Schools are, more or less, at capacity. We have also spoken to the Barton Family Practice. They have expressed concern that with an increase in patients, they would have difficulty coping with an increase in demand, such that it would have an impact on the quality and accessibility of care that they could provide. Of course, more housing will provide additional customers for village shops and businesses, but in the light of these capacity issues, we cannot believe that a further 55 houses, with the attendant impact on local services, will contribute to enhancing or maintaining the vitality of the community as required by the National Planning Policy Framework.

Flood Risk and Drainage

A flood risk and drainage strategy also accompany the planning application. The Applicants state that the site lies within Flood Zone 1 which has less than a 1 in 1000 annual probability of river flooding. The Flood Risk Assessment concludes that the proposed development will not lead to the impediment of flood flows and will not increase the risk of flooding on the site itself, adjacent properties or to third parties either upstream or downstream.

A Surface Water Drainage Strategy has also been prepared. This seeks to manage the everyday rainfall within the site to avoid direct run off to surface waters or piped drainage systems. This will be achieved through the use of sustainable drainage measures such as permeable surfaces, detention features, and rainwater harvesting. The Applicants conclude that infiltration methods are unlikely to be feasible for surface water disposal at the site. Instead it is proposed to discharge surface water to a ditch at the southern boundary of the site. In addition, it is proposed that surface water storage is provided on site by means of an attenuation pond at the eastern end of the site. We wonder if the applicants have fully addressed the issues with surface water on this site. Discharging water to a ditch on the southern boundary with Mill Road may cause problems as this area already floods. In addition, we understand that the developers of the Causer Road site raised the level of their land specifically in order to address the issue of surface water. This will mean that the Causer Road site will be higher than the applicants and may attract additional run off onto this site. Has this potential impact been taken into account?

As far as foul water drainage is concerned the Applicants refer to a Development Enquiry Response Letter, set out in Appendix M of their report. Severn Trent Water apparently confirms that a gravity connection to the existing foul network via a manhole in Mill Lane is acceptable and will not have an adverse impact on the network. Appendix M appears to be missing from the Applicant's report on the ESBC website. Foul flows are intended to drain by gravity to a pumping station at the southern end of the site. From here flows will be conveyed via a rising main to a break chamber before ultimately gravitating to the Sewage Treatment Works. It is intended that further details of the foul sewer network will be presented at a detailed design stage.

The issue of foul drainage is a cause for concern for the village. Without seeing the response from Severn Trent, we find it hard to believe that they appear to be saying the Applicant's arrangements for foul drainage is acceptable. Our understanding is that the Mill Lane sewer has no capacity. We also understand that the existing sewage treatment works is at capacity and that there is insufficient capacity to cope with additional flows at the present time and that any improvements to upgrade are not within the current Asset Management Plan period 2025 to 2030. The Applicant's response to this is simply to state that Severn Trent Water is obliged to accept foul water flows subject to planning permission and, therefore, will need to make the necessary arrangement to ensure that there is required provision. The Applicants surely need to undertake detailed discussions with Severn Trent to come up with an acceptable foul drainage strategy.

NB. This section represents our interim comments. We will submit a more detailed analysis shortly.

Transport Assessment

The Transport Assessment looks at the sustainability of the site as well as the likely trips generated from the proposed 55 dwellings. Trip rates have been derived from a database of similar sites throughout the country. According to para 6.7 of the Assessment, the proposed development is likely to generate a total of 29 trips in the AM peak hour (8:00-9:00am) and 26 trips in the PM peak hour (17:00-18:00pm). Obviously, the number of trips generated by the development will depend on the type of dwellings proposed as well as the car ownership rate.

On first glance, these figures seem low. Anecdotal evidence certainly suggests that since the Causer Road development traffic levels in the village have certainly increased, and that further housing can only add to the issue. Despite the Applicant's emphasis on the sustainability of the location, we feel that it is likely that parents may ferry their children to school (especially the Infants School) by car adding to the considerable congestion in the village at the morning and afternoon peaks when the schools are open.

The distribution of trip generation from and to the site within the wider highway network has used a gravity model which uses journey to work data from the 2011 census. This data identifies the workplace locations for people living within East Staffordshire and travelling to work by car or van.

Table 6.3 identifies the work destinations derived from this analysis. You have to remember that these are work destinations from the East Staffordshire area as a whole which makes assumptions that a similar pattern of commuting could take place from the proposed development. They are also based on 2011 census data and, therefore, trends or patterns of commuting might have changed in the intervening years not least a preference for working from home for at least part of the time. But it is the only guide available as to what might happen. Not surprisingly the data shows that a majority of commuting is local to within East Staffordshire and Lichfield, but there is also a not insubstantial amount of commuting to Birmingham.

This trip generation data is then used to model the effect of additional traffic generated by the development on the existing junction arrangements. This data was supplemented by a traffic count taken in March 2025. We understand that the traffic counter was disabled after only a few days and not repaired, so the information generated from this source may be of limited value at best. The Applicant's conclude that the surrounding highway network provides sufficient capacity to accommodate the additional traffic from the development during peak hours and will continue to have capacity to 2031 and beyond.

Whilst we note the results of this analysis, we also feel that that because it is desk bound research that it does not reflect the experience of local people in the village especially at peak times. Traffic generation from the development would appear to be on the low side, and, because of this, they may be underestimating the effect on the Efflinch Lane junction with Main Street/Station Road. We would urge the traffic consultants to see the problems at these peak times in the village for themselves rather than relying on desk research.

Open Space Provision

The Applicant's Open Space Assessment identifies a requirement for 4,047 sqm of open space. This space is located on the periphery of the site especially on the southern boundary and the attenuation boundary to the east. The calculations in the report seem to follow the ESBC guidelines as set out in the Open Space Supplementary Planning Document. We assume that these calculations are accurate and, therefore, we have no reason to question them accordingly.

What is not clear is whether or not the area for the attenuation pond is included as part of the open space provision. If it is then this would appear to be disingenuous as obviously an attenuation pond provides for a different purpose. Whilst a water feature may be attractive in itself, it cannot functionally be regarded as freely available for open space recreation. This would seem to suggest that further provision should be made elsewhere as compensation for the loss of an open space area. If it doesn't then the amount of open space would appear to be on the low side and not really benefitting the majority of the 55 houses proposed due to its location on the southern boundary. Please see our comments above in the Design section.

The Assessment concludes that as the village already exhibits a range of open space provision and types then there is no need to repeat these uses within their development. They see their natural and semi-natural greenspace as complementing the existing provision. No provision appears to have been made for any play equipment.

The assessment suggests that the open space could be agreed through a S106 agreement and transferred to the Local Authority at the appropriate time. It also indicates that it is the applicant's intention to appoint a Management Company for future maintenance. WE understand from the residents of the Causer Road development that their experience with a Management Company has not been good. We would, therefore, like to suggest that the applicant's request for such a company be not acceded to. Instead in view of the relatively small area involved and its future limited maintenance requirements based on its semi natural character, that open space be transferred to the local authority in perpetuity.

Travel Plan

A Travel Plan accompanies the planning application. Travel Plans are long term management strategies for integrating proposals for sustainable travel into the planning process. The main purpose of the Travel Plan is to ensure that sustainable modes of travel are available for occupiers and visitors. It encourages the reduction of the use of the car especially for single occupancy use in favour of promoting more sustainable modes of travel, such as walking, cycling and the use of public transport.

The Travel Plan strategy includes appointing a Travel Plan Co-ordinator prior to the occupation of any properties. The Co-ordinator will keep up to date all sustainable travel options within the immediate area and will issue a Travel Plan questionnaire to assess the use of each mode of travel. The Travel Plan assesses the infrastructure for walking cycling and bus transport (and this is repeated in the Transport Assessment). The Co-ordinator will also prepare a Residential Travel Information Pack for each new house.

With regard to bus services the Travel Plan refers to the “Causer Road” bus stop on the western side of Efflinch Lane. There is currently no bus stop sign on the eastern side of the road which would be used by residents from the development when buses navigate a route through the village southwards down Efflinch Lane, along Captains Lane and then Wales Lane and westwards out of the village along Main Street towards Yoxall. The bus stop was removed by the developers of the Causer Road development so as to facilitate frontage development on Efflinch Lane. For whatever reason it was never replaced. The provision of this Travel Plan might be a good opportunity to rectify this situation and also perhaps assess the adequacy of provision for waiting passengers.

A section of the Travel Plan sets out some proposed measures for each mode of transport. The emphasis of these measures appears to be promotion rather than any actual physical infrastructure. We have previously referred to that lack of attention to pedestrian and cycling access, particularly linking to adjoining sites in the Design section.

The Travel Plan also sets out what appears to be an underwhelming and not very ambitious target of reducing single occupancy car use by 10%. There appears to be no timeline for the achievement of this target. We would like to point out that according to a similar Travel Plan for the Causer Road development projected a 14% reduction in single occupancy car trips over a five year period, from the first Monitoring Report in 2017. The final Monitoring Report in 2023 found that this target had been more than achieved, reducing such travel by car, we believe, from 83% to 61%. If this substantial reduction can be achieved on the Causer Road development, then there is surely no reason why a similar ambitious target should not be set with this proposal.

Whilst we appreciate the Applicant’s preparation of a Travel Plan, we feel that the emphasis of this document is on promotion rather more than physical features which will help to promote sustainable travel. Accordingly, we feel that it may not meet the requirements of Policy SP 35.

Recommendation

That this report be submitted to East Staffordshire Borough Council as representing the Parish Council’s comments on the planning application P/2026/00440 for housing development at Efflinch Lane. In particular, the Parish Council objects to the application as being contrary to Local Plan policies, SP2,3,4,8, 24 and 35.

BARTON UNDER NEEDWOOD PARISH COUNCIL
Community Assets and Environment Committee (CAEC)
Notes of Informal Discussion 27 May 2026 – 6.00 pm; Small
Meeting Room, Barton Village Hall



Members Present:-

Cllr C Davis (CD) Cllr E Sharkey (ES); Clerk S Rumsby (SR)

Apologies: Cllr S Naylor

- 1 The formal meeting was delayed to allow members to arrive. Unfortunately, due to difficulties with access, Cllrs Frend, Lord and Meadows were unable to attend and the meeting was declared inquorate. A brief informal discussion by way of updates was held to address any need for further research before a further meeting could be called.
- 2 Parks
 - a. Cllr Sharkey to contact Andy Davis to go through requirements for supervision of the grounds maintenance contract. Cllr Sharkey had found a relevant policy online and this would be circulated this to CAEC for consideration and to PEC for checking.
 - b. Inspection of Equipment – Cllr Sharkey had found an inspection record for use by Andy Davis and would meet with him to discuss requirements. Clerk to add photos of equipment for clarity. Final document to be circulated to CAEC.
 - c. Cllr Sharkey to follow up his contact and other sawmills regarding bench repairs or replacements.
 - d. Over-hanging tree canopy adjacent Collinson Park. Members to inspect to determine whether any clearance work required.
- 3 Fishpond
 - a. Cllr Sharkey recommended the Fish Survey be published with a note that this was 'work in progress'. CAEC to investigate the possibility of an EA Grant.
 - b. It was apparent that no tree works on Potters Way for HSC construction access were necessary.
 - c. Fisheries Management Plan – coppicing to Alders and Willows on Efflinch Lane has been recommended by EA Fisheries Officer. This would not be done before August following bird nesting.
 - d. Meter Readings – Action Cllr Frend/Bailiffs - Adam Spurrier can be contacted when readings required.
- 4 Allotments
 - a. No further evidence had been received via the Clerk on any tree cutting, bonfire or dog-fouling issues
 - b. An inspection to check for non-maintenance of plots should be carried out mid-June. If Allotments found to be unmaintained, warning letters would be sent, including those with unpaid rent. Action CAEC.
 - c. An update was awaited from Cllr Meadows on the new lock for the entry gate.

5 Burial Ground

- a. Cllr Sharkey to circulate the plan prepared for the memorial garden to CAEC – some tree work may be required on the Norway Maple and possibly a canopy lift.
- b. Exceptions to Rules for interments; these were generally rare but the recent requests were considered valid. Requests had been made to reserve plots but with so few remaining it was felt that to do so would be unfair to families who had an immediate need.
- c. Topple Testing – Cllr Davis had found guidance from the Ministry of Justice including advice that heavy machines to carry out testing were not recommended. Further research on methods of testing would be brought to the next meeting.
- d. Complaint – Members to review the signage regarding dogs on leads and cyclists dismounting.

6 Terms of Reference – the version from 12 March would be presented to full council with the deletion of the Queen’s Copse area as this was owned by ESBC.

7 Budget Provisions – all looked adequate.

8 Councillors Updates:

- a. The timber knee rail on Gilmour Lane was awaiting inspection
- b. Cllr Lord had offered to investigate remedial works to the soakaway at the top of Bell Lane in the Burial Ground

9 Date of next meeting

Cllr Davis to seek availability for a date between 22 and 25 June.

Discussion closed 19.00

Barton under Needwood Parish Council



Clerk to the Council:
Siobhan Rumsby
Parish Council Office
Village Hall
Crowberry Lane
Barton-under-Needwood
Burton upon Trent
DE13 8AF
01283 716059

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

Community Assets & Environment Committee Terms of Reference

Draft - March 2026

Introduction

This Terms of Reference sets out the purpose of the Community Assets & Environment Committee and how it will operate

Purpose of Committee

The Committee will ensure that the Council's Community Assets are managed in accordance with legislation, statutory regulations and good horticultural, landscape and ecological practice in line with a Strategy adopted by the Parish Council setting out short, medium and long term goals.

The Community Assets include:

- Collinson Park
- Ash Tree Road Pocket Park
- St James Road Garden area
- Fishpond
- War Memorial
- Parish Burial Ground

To consider and make recommendations to full Council on the following:

1. Budget:
 - a. Between April and October assess requirements for expenditure on any maintenance items, e.g. equipment requiring non-urgent repair or replacement, any alteration to the maintenance regime likely to incur additional expenditure, proposal for any new equipment, any tree work
 - b. During October/November each year, prepare a budget for recommendation to the Finance Committee and Council for the following financial year.
2. Periodically, to assess the Budget for the current financial year and report to full Council to make recommendations on any amendments or variance required, especially in the case of

any shortfall or potential overspend during the financial year

3. To prepare and keep under review at appropriate intervals a Strategy document for:
 - the management and development of the Community Assets
 - the protection of the natural environment in the Parish in liaison with the relevant Local Authorities (e.g. ESBC & SCC), Government Agencies (e.g. the Environment Agency), volunteer organisations (e.g. CPRE), or private companies (e.g. Severn Trent, Quarry operators, property developers)
 - to carry out appropriate public consultation on such a document to inform the Parish Council's management of, and investment in, its current Community Assets and any future Assets that may be acquired or leased.
4. To manage the maintenance of the Parish's Parks and Open Spaces through a detailed Term Contract let by competitive tender – normally for a 3 year term. Appoint a 'Contract Administrator' (normally a member of the Committee) formally named under the Contract.

The Contract Administrator to ensure that:

- a. The Term Landscape Contractor attends site regularly and gives due notice of intended maintenance visits as detailed in the contract.
 - b. Meet with the Contractor regularly as necessary to highlight any particular works required to be undertaken or to discuss quality of maintenance work.
 - c. Give formal written notice to the Contractor of any additional works required or to instruct expenditure of any Provisional Sums in the Contract.
 - d. Receive and check the Contractors monthly invoices and make any recommendation of acceptance for payment to the Parish Clerk.
 - e. Conduct a formal 'mid-term' review with the Contractor at an agreed midpoint of the Contract in the summer.
 - f. Carry out an 'end-of season' review with the Contractor before the end of October. Discuss and agree any potential amendments to the Contract Specification or Contract Terms and review any cost implications of these and make provision in the budget.
5. To contribute to the review of the Council's General Risk Assessment and to prepare any necessary specific risk assessments for any working groups or projects.

Delegated Authority

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on matters connected with the Council's role and functions in responding to the matters outlined above (*purpose*) and related issues.

Expenditure to be in accordance with the Council's Financial Regulations and Standing Orders and orders for any item to be placed by the Parish Clerk.

MEETINGS: Schedule meetings as necessary – normally quarterly - to meet the deadlines set by the Council. After each meeting of the Committee, the Chairman will prepare a minutes or a report to Full Council,

outlining the activities of the group and including recommended courses of action or reports on appropriate issues for inclusion on the next agenda of the Parish Council.

MEMBERSHIP: To be drawn from members of the Council or co-opted as required; normally 5 persons.

QUORUM: Three members

CHAIRMAN: The Chairman of the Committee shall be decided at the first meeting of the Committee in each new financial year by a simple majority. The Chairman shall be a Parish Councillor

EXTERNAL ATTENDEES: As required. The Chairman of the Committee may co-opt other members from time-to-time, who may be able to provide expertise or advice on particular issues, e.g. members of the Police, East Staffs Borough Council Officers, Staffordshire County Council Youth and Community Service, etc.

PUBLIC PARTICIPATION: Meetings will be open to the public.

WORKING PARTIES: May be set up for specific time-limited tasks as required.

TERMS OF REFERENCE: The Committee will review the Terms of Reference every 3 years or more frequently as may be necessary.



Attendees: Councillors Sally Bedford (Chair of Committee) (SB), Jo Sellers (JS), Margaret Hassall (MH), Susie Miller (SM) and Siobhan Rumsby

1. Welcome and apologies

There were apologies from Cllr Lord, who had said he would be late prior to the meeting.

2. Minutes from the meeting being held on 3rd March 2026

The minutes were approved.

3. Election of Chair and confirmation of Committee Members

Cllr Bedford was elected as Chair, and thanked members for their support during the last year. Members were asked to consider whether they knew of any individual we could co-opt during the year for their specific skills or particular events.

4. Events

▪ BBC Meeting

The meeting held in March had an increased attendance and covered cybercrime. The next meeting is being held on 28th June. JS will be on leave for ten days before it and members were asked to promote the event, JS will source a speaker for HR and there will be a discussion about how we spruce up the village.

▪ Cyber Crime event

It had previously been agreed to host a cybercrime meeting for the village in the Autumn. Members agreed to canvass support for an event in the first quarter of 2027. SM will circulate a survey on social media to gauge support for such an event.

• First Aid Training

SM reported the Holland Sports Club were advertising First Aid Training (£60) some weeks ago, and she would contact them to see if this was still available. Failing that we would book the St John's Ambulance 1 day training for Emergencies in the workplace. (cost £160)

• Christmas Star

Cory Summers, a qualified electrician, has refurbished the existing Christmas Star, adding 30m of cabling and a separate switch. The star is now fully compliant. The cost of this is circa £200, JS to provide receipts for payment. When JS looked at new stars, the costs were roughly £500. JS had received very positive feedback for the old star being made compliant and still being used.

• Christmas Lights Event

SB to contact Rev Andy and Beth Flashman to confirm dates for this event. (28 November or 5 December)

The committee agreed to invite adults and children to come in Christmas themed fancy dress or Christmas jumpers.

- **Remembrance Day Parade**

This will be held on November 8th (second Sunday of November)

5. Social media

SR presented the BPC Facebook Report for the last quarter, which SB would like to share with the full Council attached to these minutes. Potential planning applications for housing developments have attracted a high number of views.

SM reported that AI was now approving/not approving posts to go on the Community site. Both she and Rev Andy were concerned about this, as they couldn't see what AI had approved or not approved. They had to check and recheck, leading to complaints from public members.

It was agreed that the cybercrime event for the public in the Spring should also include a session on AI.

6. Liaison with schools

MH is attending the Prizegiving evening for John Taylor and SB is going to the prizegiving afternoon at the Thomas Russel Infant School. MH will ask the Head at the Junior School whether they are holding such an event.

MH will order the vouchers and reclaim the money from the Clerk. (£50 for JTHS and £20 for each of the Primary Schools).

7. Councillors' updates/items for future Agenda

JS proposed and the Committee agreed that tea and coffee would be available for Councillors at Parish Council meetings. SM would take an order at the start of the meeting serve after the section for police, ESBC and SCC. This will be trialed on 4th June.

8. Chime Article

The next Chime issue would include an update on the Christmas Star, the next BBC meeting and relevant updates from the Parish Council meeting being held on 4th June.

9. Date of next meeting

The next meeting will be held on 9th September at 9.30am in the Small Meeting Room.

5. Social Media - Facebook Report – PEC 3 June 2026 – Barton under Needwood Parish Council Page

Followers : **1.2K**

Insights

Learn how your Page is performing.

Last 90 days: 3 Mar-31 May

[See all](#)



144,438 ↑ **153%**

Views ⓘ



478 ↑ **58%**

Interactions ⓘ



122 ↑ **239%**

Net follows ⓘ



Content Library

Published Scheduled

Search for posts

+ Create










Filters

Columns

Custom: 3 Mar-31 May

Export data

0/50 posts selected

<input type="checkbox"/>	Preview		Views	Viewers	Interactions	Net follows	Impressions	Comments
<input type="checkbox"/>	 Re-consultation on Planning Application by ... Published • 3 Mar at 14:36	...	36,797	16,661	75	27	22,213	44
<input type="checkbox"/>	 Cameron Homes Housing Application - Effli... Published • 25 Mar at 10:37	...	20,114	11,515	58	14	13,480	40
<input type="checkbox"/>	 Land at Efflinch Lane - Cameron Homes app... Published • 14 Mar at 10:11	...	15,248	7,798	43	6	7,858	40
<input type="checkbox"/>	 No text content Published • 13 Mar at 13:06	...	12,304	7,242	6	0	7,800	0
<input type="checkbox"/>	 Shout out to this amazing group of Volunte... Published • 19 Mar at 10:23	...	7,759	5,308	26	4	6,021	0
<input type="checkbox"/>	 Following the walk around with our County ... Published • 5 Mar at 14:47	...	7,569	4,651	21	0	5,453	8
<input type="checkbox"/>	 No text content Published • 9 Mar at 13:45	...	7,377	4,677	6	6	5,285	2
<input type="checkbox"/>	 There are two dangerous potholes still at th... Published • 26 Mar at 11:06	...	7,297	3,173	15	3	4,315	17
<input type="checkbox"/>	 No text content Published • 14 Mar at 17:24	...	6,751	2,998	22	0	2,995	17

Last 90 days: 3 Mar-31 May

1,298 Total followers

+10.4% from previous 90 days



122

Net follows



12

Unfollows

Net follows by content type

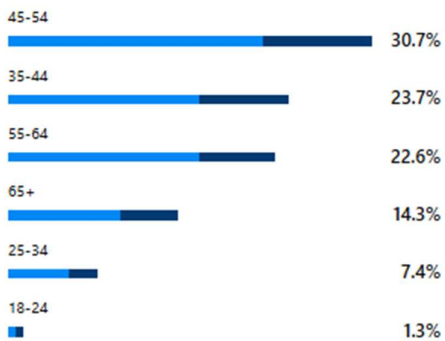
Lifetime



Age and gender

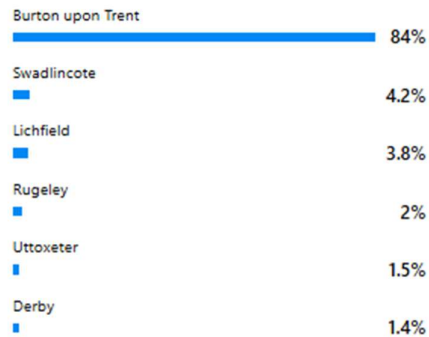
Lifetime

Women Men Unknown



Towns/cities

Lifetime



Countries

Lifetime



CORRESPONDENCE & COMMUNICATIONS

GENERAL

1. Resident – request for overhanging tree canopy to be dealt with Collinson Road (*Clerk responded and referred to CAEC*)
2. Various copy resident objections to Cameron Homes Efflinch Lane development (*copied to Planning Committee*)
3. Complaint received regarding Burial Plot - dog fouling and damaged rose (*Clerk spoke to complainant and referred to CAEC with report*)
4. Complaint regarding bench overgrown with brambles Collinson Park – *Clerk arranged for gardener to clear*
5. Complaint received regarding grass cutting at rear of Thornhill/Fallowfield (*Clerk responded signposting to ESBC*)
6. Teddy Festival request to use fishing platform on HSC side for Barton Belle 5-6 September if unable to operate at Marina.
7. Copy resident correspondence with Highways regarding outstanding repair to damage bollard Upper Main Street
8. Barton RBL invitation to 80th anniversary of branch formation £30, rsvp 30/6 – *forwarded to all Cllrs*
9. Request for clearance works to Ash Tree pocket park trees rear of Cedar Road (*Clerk forwarded to Cllr Sharkey who was previously dealing with this*)
10. Clerk contact with Shaw Healthcare regarding overgrown footpath between Short Lane and Collinson Park. (reported by Cllr J Jones) – *now cleared*
11. Captains Lane resident concerns regarding traffic – *Clerk responded referring to BTAG and liaison with County Councillor*)
12. Radhurst Rise resident, further correspondence regarding planters and grass cutting – *Clerk referred resident to contract Trent & Dove*
13. Copy resident correspondence to Skippers Haulage querying increase of trucks speeding through village.

POLICE

14. Clerk contact with police regarding inconsiderate parking at Barton Lodge. (reported by Cllr J Jones) – *PCSO Dominika responded to Cllr Jones*

SPCA/NALC

15. Newsletters and training opportunities- forwarded to all Cllrs;
16. Information regarding amendment to S.32A Localism Act 2011 – redaction of Cllrs' home addresses from Register of Interests