

A Meeting of **Barton-under-Needwood Parish Council Finance Committee** was held on 9th September 2026 at 4:30pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



Attendees: Councillors: Steve Naylor (Chair), Ed Sharkey, Margaret Grahamslaw, Siobhan Rumsby (Clerk/RFO), Clive Davis

Apologies: Councillor Derek Lord

Did not attend: None

1. No declarations of interest were recorded.
2. The Committee elected Councillor Grahamslaw as the Chair of the Finance Committee.
3. The 2025/26 budget was reviewed:
 - a. No significant changes from when the budget was previously reviewed in May 2026
 - b. End of year surplus projected £13,882
 - c. End of year net reserve forecast to be £139,189, less remaining spend on HSCL Changing Rooms which is circa £70,000.
 - d. We received a donation in the month relating to the Village Hall
 - e. The car park rent payable by the COOP has now been received £13,785
 - f. Projection for income from fishpond permits has been adjusted down £2000 to reflect the closure of the pond during hot weather.
 - g. It was agreed to add into the budget additional cost £2000 to cover air con unit and installation in the Parish Council Office
 - h. CA&E costs have been increased to reflect the additional expenses documented in the budget spreadsheet.
 - i. It was also agreed to fund the cost of a replacement mower at cost £300-£600.
 - ii. The increased cost of running aerators at the fishpond needs to be reflected in the budget when we have better visibility of what the increased running costs are. It was agreed that the CA&E committee should review the cost of fishing permits accordingly in setting of the 2026/27 budget.
 - iii. Tree work expenditure is £3,850 to date, with some more expense to come for trees along Gilmore Road.
4. The Clerk left the meeting following which a discussion took place regarding the Clerk's remuneration and hours. Minutes contained in a separate confidential paper.
5. Committee members' reports – none received.
6. The next meeting was agreed for Tuesday 17th November at 6pm.

Stephen Naylor
Chair, Finance Committee

	Budget 2026-27	Actual to date	Forecast YE	Forecast v Budget Variance	Comments
Receipts					
Total	164,541	26,641	166,052	1,511	
Local Authority Grant/Other	1,865	933	1,865	0	
Burial Ground	16,000	6,025	16,000	0	
Allotments	1,925	1,768	1,800	-125	
Fishing	2,500	1,356	2,000	-500	
Interest	1,300	639	1,300	0	
Grants/Donations	0	2,136	2,136	2,136	Donation towards CCTV Village Hall
Car Park	27,994	13,785	27,994	0	Last year's rent paid
Other	0	0	0	0	
PWLB draw down	100,000		100,000	0	
Funds vired from EMR for loan	12,957		12,957	0	

	Budget 2026-27	Actual to date	Year End Projection	Forecast v Budget Variance	Comments
Payments					
Total	244,007	72,924	236,462	-7,545	
Staff costs	68,250	25,798	61,915	-6,335	Budget based on 5% increase and includes uplift in Employer NI Contribution
Lengthsman	3,000	1,119	2,686	-314	National living wage increased by 4.1%
Admin / T&D/Professional	11,000	5,549	11,000	0	Subs, office supplies, hall hire, phone, postage, insurance, website, T&D, professional fees
Donations & S137 payments	700	240	700	0	
Bank Charges	250	108	250	0	
Capital Expenditure	1,000	3,532	6,500	5,500	Includes CCTV upgrade at car park and village hall; plus air con £2,000 for PC office
Maintenance / Repairs)	3,500	1,699	3,500	0	includes £500 per annum for Gauge on costs
General (Misc)	350	0	350	0	
Burial Ground	5,000	213	5,000	0	
CA&E	31,700	7,615	31,700	0	See separate table
Car Park	1,800	534	1,800	0	Maintenance and car park lighting
Events and Communications	3,500	181	3,500	0	
Other Projects inc Changing Roor	101,000	26,335	101,000	0	Includes retention monies paid on Land Drainage project and HSC Changing Rooms £100K (923)
PWLB Loan Repayments	12,957	0	6,561	-6,396	Loan Repayments due to be collected December 2026

CA&E	Operating Costs	Capex	Earmarked	Total	Income
Collinson	3500				
Toddler gate		750			
Bench Replacement		6000			
Fishpond	2500				2500
Global treeworks	5000				
BG Memorial Gdn		2250	2250		16000
Topple Test	1000				
Allotments	2152				2000
Grounds Maintnce	8558				
Brook Working Party	1000				
Seasonal planting	800				
CCTV	180				
Playground inspection	260				
Additional electric for aerator	?				
Totals	24950	9000	2250	31700	20500

Precept 2026-2027	82,292	Bank Balances as at:	08-Sep-26	Earmarked Future Provision 2026-27	
Less Projected Payments	236,462	Lloyds Current A/C	2,185.00	Ring-fenced Reserves	
<i>Draw on Reserves</i>	-154,170	Lloyds Deposit A/C	56,853.63	Car Park Maintenance & Resurface	£35,000) estimates to be
		Unity Trust	133,459.72	Potters Way Resurface	) revisited
Projected Income	166,052	National Savings	35,540.95	Brook Clearance funds (SCC)	£427
Projected Surplus/Deficit	11,882			Election expenses	£10,625
				Burial Ground Bench, fence memorial garden	£2,250
Working Capital	192,498	<i>Less unrepresented cheques</i>	-	Professional fees HSC - legal & VAT	£3,550
General Reserve	35,541	<i>Plus credits outstanding</i>	-		
Ring-fenced Reserves	51,852				
Minimum Reserve	37,000				
		Total	228,039.30	Total	£51,852
Net Funds	139,188				

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 2025/26Unless 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

Barton under Needwood Parish Council

www.bartonunderneedwood-pc.gov.uk

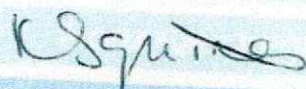
During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

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

*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:

BARTON UNDER NEEDWOOD PARISH COUNCIL

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

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We 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:

04/06/2026

and recorded as minute reference:

26/67 MINUTE REFERENCE

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

Chair

Clerk

S. N. J.

S. N. J.

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ENTER YOUR AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

BARTON UNDER NEEDWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	150,982	137,116	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. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	81,444	82,292	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,419	53,351	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	60,756	65,944	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	92,973	65,009	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	137,116	141,807	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	137,116	141,807	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,333,411	1,336,206	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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] **SIGNATURE REQUIRED**

Date

04/06/2026

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

04/06/2026

as recorded in minute reference:

26/67 11.18 REFERENCE

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

[Signature] **SIGNATURE REQUIRED**

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

In respect of

Barton Under Needwood Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

Box 11 of Section 2 of the Annual Governance and Accountability Return (AGAR) has been incorrectly completed. The Council has recorded “No” where “Yes” would have been appropriate. The Council does act as a sole-managing trustee and confirmed the exclusion of trust fund transactions. The Council is reminded of the importance of accurate completion of all assertions to ensure clarity and compliance with proper practices.

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:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

3 September 2026

Newcastle office
Sustainably routed via:
30 Old Bailey
London
EC4M 7AU

Tel: +44 (0)191 383 6300
forvismazars.com/uk



Mrs S Rumsby
Barton Under Needwood Parish Council
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Crowberry Lane
Barton under Needwood
Burton upon Trent
Staffordshire
DE13 8AF

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 7 September 2026

Dear Mrs Rumsby

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html>. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.

Forvis Mazars LLP

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- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

No minor issues identified.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

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	70.00	35.00	17.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,767.50		
Interest	9.58	23.35	589.90	0.00	15.91	17.97	0.00	0.00	0.00	0.00	0.00	0.00	656.71		
ESBC	44,437.82	0.00	0.00	0.00	0.00	44,437.81	0.00	0.00	0.00	0.00	0.00	0.00	88,875.63		
LA Other	932.50	0.00	99,965.00	0.00	0.00	932.50	0.00	0.00	0.00	0.00	0.00	0.00	101,830.00		
Burial Ground	0.00	2,350.00	600.00	2,120.00	585.00	370.00	0.00	0.00	0.00	0.00	0.00	0.00	6,025.00	16,000.00	-9,975.00
Fishpond	290.00	0.00	540.00	280.00	246.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,356.00	2,500.00	-1,144.00
Car Park	0.00	0.00	0.00	0.00	13,785.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,785.36		
Other	0.00	0.00	0.00	0.00	0.00	1,199.32	0.00	0.00	0.00	0.00	0.00	0.00	1,199.32		
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	101,764.90	2,435.00	14,649.77	46,957.60	0.00	0.00	0.00	0.00	0.00	0.00	217,631.52		

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	34.11	25.00	10.20	0.00	0.00	0.00	0.00	0.00	0.00	94.79		
Salaries	3,818.97	3,462.52	3,457.63	3,785.55	3,444.47	3,974.13	0.00	0.00	0.00	0.00	0.00	0.00	21,943.26		
Lengthsmen	254.55	203.40	203.40	254.56	203.40	203.40	0.00	0.00	0.00	0.00	0.00	0.00	1,322.71		
HMRC	1,206.01	1,527.14	1,415.09	1,388.66	1,535.14	1,386.75	0.00	0.00	0.00	0.00	0.00	0.00	8,458.79		
Nest Pensions	0.00	189.16	189.16	189.16	189.16	189.16	0.00	0.00	0.00	0.00	0.00	0.00	945.80		
Admin	1,238.08	2,364.81	730.67	553.68	640.68	1,143.61	0.00	0.00	0.00	0.00	0.00	0.00	6,671.53		
Donations	0.00	0.00	90.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00		
CAE - Parks	184.88	1,891.25	388.12	2,539.35	2,567.19	2,529.36	0.00	0.00	0.00	0.00	0.00	0.00	10,100.15	25,808.00	15,707.85
CAE - Burial Ground	0.00	0.00	195.83	16.95	0.00	559.75	0.00	0.00	0.00	0.00	0.00	0.00	772.53	5,000.00	4,227.47
CAE - Allotments	1,130.00	0.00	0.00	61.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,191.82	2,152.00	960.18
CAE - Fishpond	165.07	0.00	239.66	915.00	1,260.36	3,948.00	0.00	0.00	0.00	0.00	0.00	0.00	6,528.09	2,500.00	-4,028.09
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	710.64	349.11	0.00	20.01	0.00	0.00	0.00	0.00	0.00	0.00	1,719.17		
Car Park	101.68	101.68	101.68	127.10	101.68	2,398.64	0.00	0.00	0.00	0.00	0.00	0.00	2,932.46		
General payments	0.00	0.00	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.02		
Projects	0.00	922.84	0.00	0.00	25,412.50	14,250.00	0.00	0.00	0.00	0.00	0.00	0.00	40,585.34		
PEC	0.00	0.00	0.00	181.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.37	3,500.00	3,318.63
Total Spend	8,163.01	14,795.92	7,721.88	10,546.44	35,379.58	30,613.01	0.00	0.00	0.00	0.00	0.00	0.00	107,219.83		

Barton under Needwood Parish Council -

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

01/10/2026

		£	£	£	Allocation
Payee	Description	Value Gross	VAT	NET	
Salaries total		4,340.41		4,340.41	HR
Nest Pension Scheme		232.68		232.68	HR
HMRC		1,649.15		1,649.15	HR
Lloyds	Bank Charges	15.33		15.33	Admin
Sky mobile	mobile phone and CCTV data	48.25		48.25	Admin & CAE
Barton Village Hall	Car park electricity	1,199.32		1,199.32	Car park
Barton Village Hall	Hall Hire	276.88		276.88	Admin
Eyden Signs Ltd	Chairmen's Board	48.00	8.00	40.00	Admin
Charlie Rayson	Tree works	3,850.00		3,850.00	CAE
JPS	Grounds Maintenance Aug & Sept	2,934.26	489.04	2,445.22	CAE
MDB	Changing Rooms	17,100.00	2,850.00	14,250.00	Projects
Amazon	Paper	19.50	3.25	16.25	Admin
S West	Reimbursement OS map	20.39		20.39	CAE
Hulls Environmental	Pest Control - Fishpond	98.00		98.00	CAE
Vision ICT	Website Hosting and support	300.84	50.14	250.70	Admin
Grangewood Fencing	Willow hurdles, memorial garden	422.80	67.13	355.67	CAE
BT	Landline and Broadband	226.99	37.83	189.16	Admin
Burton Skip Hire	Burial Ground skip	235.00	39.17	195.83	CAE
Country Services	Petrol for equipment & safety glasses	38.23	6.37	31.86	CAE
SPCA	Cllr Training MG & SW	108.00	18.00	90.00	Admin
			Total	29,595.10	

Signed:

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

29-Sep-26

Lloyds Business Account	£	2,364.25
Lloyds Commercial Instant Access Saver	£	69,660.85
Unity Trust Bank Instant Access Saver	£	133,459.72
National Savings	£	35,540.95

Total Bank Balances**£ 241,025.77**Add Credits not on Statement**£0.00 £ 241,025.77**Less unrepresented payments:-

DD	232.68
FP	1,631.15
Card	316.00

£2,179.83 £ 238,845.94**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	£	217,631.52
Less Expenditure to date	£	120,592.78

Total Cash and Investments as at -

£ 238,845.94**Difference -£ 0.00**RFO, S. Rumsby

Barton under Needwood Parish Council

Notes of the Planning Committee 7th September 2026

Present: Cllrs Hassall, Lord, Sharkey,

Apologies: Cllr Crawley, Roger Bell

Declarations of Interest: None NB The proposal for Holland Sports Club P/2026/00836 is not on land in the Parish Council's ownership and therefore there are no legal implications or connections to the Parish Council

P/2026/00917 THE OLD PARSONAGE 15-17 MAIN STREET

Listed building application for the replacement of internal window shutters to 3no. ground floor windows and the installation of new internal window shutters to a further 9no. windows, all on the front

The proposed works are limited to the introduction of new internal slatted shutters to the twelve windows on the principal front elevation, together with the replacement of existing solid internal shutters to three ground-floor windows with shutters of the proposed slatted type. The works do not involve any alteration to the external elevation, window openings,

The Heritage Statement claims that "the impact is considered to be neutral to negligible, with the replacement of the existing solid shutter arrangements and introduction of a consistent treatment to the twelve principal windows providing a modest enhancement to the internal appearance of the rooms."

However, since the shutters are visible from the outside there is clearly a change to the existing view. Whilst the parish council is aware of the presence of solid shutters within similar listed buildings within the village, it is not aware of any having the proposed louvred shutters.

It is accepted that the proposed louvred shutters will provide a consistency in external appearance, will not alter external windows and can be removed without damaging the fabric of the building.

Resolved: No objection, happy to defer to the judgement of the councils Conservation Officer

P/2026/00909 10 BEECH ROAD

Application for a Certificate of Lawfulness Existing Use for a single storey, sloped roof rear extension.

The purpose of this application is to regularise a single storey residential extension at the rear of the property. Planning consent was not requested prior to construction based on the assumption that the size and scale of the extension was such that it would be permitted development. However, the applicant has now applied for the Certificate of Lawfulness in order to ensure that the extension is lawful.

The Parish Council has reviewed photographs of the extension, provided with the application. Had this been an application for planning consent, the Parish Council would have had no objection.

Resolved: No objection to approval of Certificate of lawfulness

P/2026/00906 15 FALLOWFIELD DRIVE

Erection of a two storey side extension and front porch.

This application is for a two storey side extension and the replacement of an existing front porch. Following review of the application the Parish Council has no objection to the side extension. However, it is noted that the existing front porch formed with white pillars and flat roof is consistent with other porches in adjacent properties.

The proposed replacement constructed in part brick, part timber with pitched tiled roof appears to be out of place detracting from the street scene.

Resolved: No objection to the side extension but the Parish Council requests that if the front porch is to be replaced, its form should be similar to adjacent properties, in order to maintain the existing street scene.

P/2026/00901 120 PARK ROAD

Removal of boundary hedge and replace with 1800mm timber fence.

The application is for the removal of a hedge located at the boundary of the property with the public footpath. The Parish Council notes that part of the boundary is already formed with a brick wall and that due to its growth the hedge overlaps the public footpath, reducing its width.

Resolved: No objection

P/2026/000888 2 WHARF HOUSES BARTON TURN

Removal of existing Leylandii hedge to facilitate the erection of a 2.2m high brick boundary wall and gates including a 2.4m high arch with gate

This application is for the removal of an existing hedge and its replacement with a brick boundary wall. 2 Wharf Houses is part of Wharf Houses, a Grade 2 listed building.

The Heritage Statement provides photographs showing the proposed bricks and copings to be used in the wall which are intended to match the main house and detached garage/workshop. It is stated that the leylandii hedge is overgrown, hard to maintain and crucially detrimental to views of the house from the road.

Resolved: No objection

P/2026/00836 Holland Sports Club

Installation of 3 No. Padel Courts including 9.013m high canopy, maximum 4.0m high perimeter fencing and 4.no 5.35m high floodlights

The Parish Council has previously considered this application and whilst supportive of the proposal which would further enhance the facilities provided at Holland Sports club, had a number of material planning concerns, in respect of which further information is requested. The Parish Council responded to the planning consultation resolving no objection in principle, as the site is within the designated Sports Hub area, but we do have concerns regarding the location, floodlighting, the lack of any additional car parking, the lack of an assessment of the cumulative impact, the lack of any justification for the canopy, and the need for a drainage strategy.

Subsequent to this consultation response, the Parish Council has received representations from a member of the public raising concerns that the proposals impact on the existing MUGA has not been accurately identified in the application documents. They are concerned at the partial loss of the MUGA and impact on existing sports, in particular young football teams. They also claim that the MUGA has been in part funded by public grant.

The Parish Council wishes to see development of the sports facilities for community benefit but would be concerned if it is to the detriment of existing sport. It is apparent that the proposed Padel court facility footprint would fit in the area beyond the tennis courts between the public footpath and the rugby pitches. There would be additional benefit in that the Padel facility and its lighting would not be visible from Station Road properties and the roof orientation could match the new pavilion creating visual symmetry.

The Parish Council requests that the case officer establish why it is necessary for the proposed Padel courts to be located on the MUGA and if not essential, require its position to be moved beyond the tennis courts or other suitable location that does not adversely impact other sports facilities.

Barton under Needwood Parish Council

Notes of the Planning Committee Meeting 21st September 2026

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

Apologies: Cllrs Crawley, Lord and Sharkey

Declarations of Interest: None

P/2026/00940 30 Hardy Close Fell to ground level one Ash tree (T1 TPO 132).

This is an application to fell a substantial ash tree within in the rear garden of this detached property on Hardy Close. The application is accompanied by an expert's tree report. This states that the canopy of the tree occupies a significant proportion of the garden and extends close to the neighbour's garden. It goes on to state that the tree is disproportionately large for its position within a relatively small garden. There is limited space for the tree to develop naturally without substantial interaction with the surrounding built environment. The tree report's justification for the felling of the tree seems to be based on a combination of a substantial overall size, restricted garden area, proximity to the dwelling, significant crown spread, the presence of numerous dead branches and a cavity at the base of the tree.

Normally, the main reason for allowing the felling of a TPO tree is if it is dead, dying or dangerous. The tree report does refer to dead branches and a cavity at the base of the tree but, not being tree experts, we have no way of knowing whether this in itself justifies removal. We need only look from the road frontage to see that the tree is dominant in the street and contributes to the amenity value of the area, through its height and crown.

Could the tree be retained with effective management? The tree report suggests that, if this was the option then, it would require continued inspection and potentially regular pruning and deadwood removal, but the report cautions that this would not address the tree's excessive size.

We have sympathy with the applicant as clearly from the accompanying photographs the tree is overly dominant for the size of the plot. But, on the other hand, we assume that the owner knew that the tree was covered by a TPO when the property was purchased and, therefore, would have been aware of its protected status.

The Planning Committee had difficulty in coming to a view about the fate of this tree. On the one hand, we recognised its substantial amenity value but, on the other, we could see the issues it raised for the applicant. It occurred to us that in this case, there is perhaps a lesson to be learnt by ESBC. Firstly, At the design and layout stage of any housing estate, ESBC needs to realise that when it makes TPOs that trees will grow and potentially increase in their amenity value over time. Secondly, therefore, this means that space needs to be provided accordingly, and plot sizes need to reflect this. The Committee has commented on numerous occasions for the need to retain a TPO status for boundary trees on the Causer Road development, when requests are submitted to prune or even remove trees.

Resolved: On balance, we accept that the tree report's reference to deadwood and a cavity at the base of the tree point to an area of concern. This suggests that, even if the tree were to be retained in the short term, this may not be the best long-term solution. We would, however, request that ESBC's tree expert makes a site visit and reviews the report accordingly. We would also request that the tree be replaced with a semi mature tree of an appropriate variety, which could eventually mitigate its loss and, hopefully, contribute to the amenity of the area in the future. We would also appeal to ESBC that when making TPO's and approving housing layouts that they be more aware of the growth, significance and contribution to the amenity of the area that such trees can make. We would, therefore, suggest that where a TPO tree is involved, there is a need to provide enough space and avoid the use of relatively small garden plots accordingly, if problems such as this are to be avoided in the future.

Walton Bypass Consultation regarding Traffic Regulation Orders

The Parish Council has been consulted by Staffordshire County Council regarding Traffic Regulation Orders (TROs) for the new Walton Bypass and for the old length of road. The Highway Authority is proposing to introduce a new 40mph speed limit along Walton Lane from its junction with the B5016 and the start of the new road. It is also proposed that the existing length of Walton Lane between the start of the bypass and Walton Bridge over the River Trent is closed to motor vehicles and is subject to a new 20mph speed limit. The existing speed limit of 15 mph on the Walton Bridge is to be retained. The deadline for comment is Wednesday 30th September.

Whilst we understand the proposals, the consultation merely sets out the content of the TRO. There is no explanation, reasoning or justification given as to why the speed limit has been set at these thresholds. If the old bridge and length of road is to be closed to motor vehicles, then it is only likely to be used by cyclists and, therefore, how fast should cyclists reasonably and safely be permitted to travel? The section of Walton Lane beyond the bypass has a speed limit of 50mph, so why has this not been continued, or alternatively why has a 30mph speed limit not been imposed on the new road? Why a 40mph limit? This is a consultation, after all, so why is there not some more explanation?

Resolved: We have no objections to the proposals which seem sensible. Our main criticism is that surely TROs need to be justified and, therefore, some explanation or rationale for the speed limits would not only have been helpful but also comes across as a major omission in this consultation.

Date of Next Meeting 5:00pm Monday 5th October 2026



Community Assets & Environment Committee Meeting (CAEC)

Wednesday 09 September 2026, 6.00pm to 7.15pm

Small Meeting Room, Barton Village Hall.

Minutes of informal discussion

1. Attendance and Apologies

Attended by Clerk, Cllr C Davis (CD), E Sharkey (ES). Apology from Cllr S West (SW). The meeting was inquorate and these notes record an informal discussion which was held.

2. Committee members – update

Cllr Steve West has been coopted and will be welcomed at the next meeting. Cllr Frend has resigned and his previous input was welcomed

3. Declarations of Interest: None

4. Parks

- a. Supervision of Grounds Maintenance Contract. Ongoing
- b. List of Repairs to equipment required. Action continues.
- c. Regular Inspection Record - an Initial report by Andy Davis had been received – the form had been updated and approved.
- d. Replacement of benches and tables Quotation received from Charlie Rayson. More quotes required . Action ES
- e. Overhanging tree canopy adjacent Collinson Park on Collinson Road. Tree surgeon to be contacted Action ES
- f. Toddler Park soft close gates, Details to be specified Action ES
- g. Criminal damage to barrier, bucket swing – consider replacement or removal Post made safe by Andy Davis. DFK to be contacted for replacement quotation. Action Clerk

5. Grounds Maintenance Tender 2027-2029

- A large part of a draft Tender document for 2026/20227 has been prepared by Cllr Sharkey. Cllr West is also providing additional support. Action ES/SW

6. Fishpond

- a. EA Fish Survey .Liaison continues with Jody Hughes, EA Fisheries Officer on Management Plan

7. Allotments

- a. New lock for entry gate. Awaiting further proposal from Supplier Action IM
- b. Agreement breaches – Resolved. Notices issued where necessary
- c. Identification pegs. Action continues. May involve new Allotment committee when formed
- d. Formation of Allotments Committee – Draft Terms of Reference to be issued . Action CD/Clerk

8. Burial Ground

- a. Suggestions for improvements to Memorial Garden. Garden Guild report to be issued. Action ES/SN
- b. Tree work Lifting of Norway Maple crown required. Action ES/Clerk
- c. Capacity

- i. Potential new ground – approach to landowners. Cllr Crawley to update on discussions with local landowner, and to report.
- ii. Mill Lane /Bellway plot, No further action at present, pending clarification.
- d. Headstone Topple Testing. MoJ guidance circulated. CAEC to review next action
- e. Hurdle fencing. Replacement approved from Grangewood. Installation to be arranged.
Action Clerk

9. Councillors Updates or items for next Agenda

- a. Knee rail, Gilmour Lane opposite TRJS. No further action.

10. Budget provisions overall To be reviewed when all costs are known.

11. Any Other Outstanding Actions or items for the next Agenda – none

12. Date of next meeting **Wed 25 Nov 2026 1830 in Small Meeting Room**



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

1. Welcome and apologies

There were apologies from Cllr Lord and Cllr Sellers.

SB welcomed MG to the Committee and asked everyone to introduce themselves.

2. Minutes from the meeting being held on 3rd June 2026 -The minutes were approved.

3. Outstanding actions

- First aid Course- SM to book herself on the one day course and the PEC budget would be used to fund the training.
An action agreed to source the names of First Aiders for other organisations in the village.
SM to ask at the groups she attends. MH added that the schools all had First Aiders.

4. Remembrance Day – 8th November

• Risk Assessment

This was reviewed and agreed at the last meeting. SR to add following the Teddy Bear weekend that Marshalls should also be sited at the top of Wales Lane as well as by the post box. This is something the Parish Council has done previously.

• Actions

The updated action list was presented to the group. SB to change the header to the date of the event. Actions have been further updated on the attached tracker following the meeting rather than recording very detailed minutes.

Councillors are asked to volunteer as Marshalls for this event and to encourage family and friends to do so too.

There are more poppies being knitted by the Knit and Natter groups in the village for the railings to extend the panels from the gate to the main entrance. Volunteers are needed to help fix the poppies to the panels, and help put the poppies on the railings.

There was a lengthy discussion about the poppies, being made by the various Knit and Natter groups. One of the groups wished to make purple poppies for the animals lost and white poppies for the peace. The Committee agreed this would need to be discussed with the RBL and the Vicar by SB.

Postscript: SM spoke to Rev Andy afterwards who felt this may cause some ill feeling on a such a special day (80th Anniversary of the RBL). SB spoke to Rev Andy, Sue Van Daesdonc as Secretary of the RBL and the Knit and Natter group who meet at Skinny Kitten on 11th September. She also spoke to former Councillor Jeannette Taylor, who knit many of the poppies originally.

There will only be red poppies on the railings. It is the 80th Anniversary of the RBL and there will be a waterfall of red fabric cascading from the top of the Church tower this year too. I have met with Knit and Natter, the Vicar and Sue VD separately.

The Vicar and Sue VD as Secretary of the RBL confirmed that white poppies are a definite no as there are still members of the Barton RBL that have close relatives who died in the World

Wars.

Sue said a purple wreath could be presented to the memorial on 8 November when all the red wreaths are presented after the parade. Knit and Natter are keen to make a purple wreath and one of them attend to present it.

The Vicar has offered to have purple poppies in Church too if Knit and Natter do want to make something. Some time ago there was a purple poppy labrador sized dog on display in the Church.

Christmas Lights Switch on - 29th November

- **Risk Assessment**

This was reviewed and agreed at the last meeting. SR to add following the Teddy Bear weekend that Marshalls should also be sited at the top of Wales Lane as well as by the post box. This is something the Parish Council has done previously.

- **Actions**

The updated action list was presented to the group. SB to change the header to the date of the event. Actions have been further updated on the attached tracker following the meeting rather than recording very detailed minutes.

Councillors are asked to volunteer as Marshalls for this event and to encourage family and friends to do so too.

This event is a Christmas themed fancy dress this year for everyone attending.

5. Future events

- A Cyber crime awareness session to be organised for the village in the first quarter of the New Year.
SR to ask Rob Pritchard, SCC, if there was anyone from the Council who could deliver this slot.
- Christmas gathering - SB to email Councillors regarding dates and ask the Two Pigs to price up an option for Councillors to pay £12-£15 per person for the Christmas gathering. This event is open to partners too as well as co-opted members.

6. Barton Business Community

As JS wasn't present, this item was postponed to the next meeting. SB would meet with her before the next meeting.

7. Social media

SM updated the group on social media sites she was an administrator for.

8. Policies

SB explained that we had reviewed the policy schedule at the last meeting and this would be shared with MG.

9. Chime Article

The next Chime issue would include an update on both the Remembrance Day Parade and the Christmas Lights Switch on with an appeal for more Marshalls.

10. Date of next meeting

The next meeting will be held on Monday 26th October at 9.15 am in the Small Meeting Room.

Risk Management For Review and adoption by Barton under Needwood Parish Council 2 October 2026

This document was prepared by: Siobhan Rumsby - Amendments highlighted in yellow

Reviewed and adoption by Barton Parish Council:

Chairman of Council SignatureSteve Naylor Clerk Signature Siobhan Rumsby

Next Review Date: Ongoing

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

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

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

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
			Full review of renewal costs every three years – next due 2027	Insurance policies/schedules to be kept for 21 years in fire proof cabinet	
	Public Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Employers Liability (statutory)	L	Insurance at £10,000,000		Clerk and Councillors
	Money	L	Insurance at £250,000 In transit £2,500 Other circumstances £500 In locked safe during business hours £2,500 Unspecified safe £1,500		Clerk and Councillors
	Fidelity Guarantee	M	All employees - Insurance at £250,000		Clerk and Councillors
	Property	L	Buildings £4,647 Contents £108,000 Street Furniture £120,000 Walls Gates Fences £48,000 Playground Equipment £120,000 CCTV £6,700 War Memorials £90,000 Ground Surfaces £37327 Garden Equipment £30,000 Regalia £785 Sports Equipment £36,000		Clerk and Councillors
	Libel and Slander	L	Insurance at £250,000		Clerk and Councillors
	PR Crisis Communication	L	Insurance at £25,000		

FINANCIAL AND MANAGEMENT					
Subject	Area of Risk	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
	Personal Accident Whilst carrying out official duties Ages 16-75	L	Death £100,000 Permanent total disablement £100,000 Temporary disablement £200 p/w (up to 104 weeks) Partial disablement £100 p/w (up to 104 weeks) Amount reduced to £10,000		Clerk and Councillors
	Ages 76-85				
	Employees/Councillors Accident and assault cover	L	Death £10,000 Loss of limb(s) eye(s) hearing £10,000 Permanent total disablement £10,000 Temporary disablement £20 p/w Temporary partial disablement £10 p/w (up to 104 weeks)		Clerk and Councillors
	Excess	L	To be set aside as a Reserve in case of any claim, insurance schedule details different excesses payable		Clerk and Councillors
	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council receives monthly budget updates. As part of the annual budget setting process, the Council receives a budget report, including actual position and projected position to	Review starting in December with budget process. Confirm precept requirement in January	Clerk and Councillors

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

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

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

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

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

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

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

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

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

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

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

ASSETS and PROPERTY					
Subject	Location	H / M / L	Management / Control of Risk	Review / Assess / Revise	Responsibility
War Memorial	The Square, Main Street, Barton	M	Stone structure in garden surrounded by chain linked bollards.	Annual inspection to be carried out in June	Councillors
Benches and street furniture owned by the Parish Council	Main Street, War Memorial, Collinson Park, Fishpond	M	All secured by bolts, screws etc. Regular monitoring, reporting to the Council, annual maintenance and repair or replacement as	Annual inspection to be carried out in June	CA&E Committee

			required using personnel deemed qualified by the Council.		
Collinson Park Play Equipment	Collinson Road	M	Inspections carried out at required intervals and any maintenance, repair or replacement as required carried out using personnel deemed qualified by the Council.	Annual inspection to be carried out in June Weekly safety checks	Recognised supplier Groundsman / CA&E Committee
Memorial Wall	Burial Ground	L	Wall erected in 2013, regular inspection to be made to ensure stability. Plaques to be inspected to ensure adequately fixed.	Annual inspection to be carried out in June	CA&E Committee
Memorial Headstones, Gates, Fencing & Equipment	Burial Ground, Collinson Park, Fishpond, Allotments	L	All structures to be inspected regularly to ensure safety. Plumbing to be checked at Allotments Fishpond pump and associated equipment checked quarterly	Annual inspection to be carried out in June Topple test to be carried out every 5 years – next review due 2026 Bailiffs	Councillors CA&E Committee
Trees	Various locations on Parish Council land	L	Storm damage, disease, loose limbs, branches Health checks to be carried out to determine safety. Full report and maintenance requirements to be brought before full council unless risk to public and property high, then Clerk to arrange any urgent tree work. Lengthsman reports any damage.	Inspection every three years to be carried out in June and following high winds, floods. Lengthsman patrols village on a weekly basis.	CA&E Committee Clerk

Waste Bins	Collinson Park	M	Subject to vandalism, theft Damage – regular inspections carried out	Annual maintenance inspection in June	CA&E Committee
Grit Bins	War Memorial Village Hall Car Park	M	Subject to vandalism damage, theft of bin or contents – regular inspections carried out in winter months	Regular maintenance inspection carried out and ensure salt renewed through Ice Busters scheme or alternative funding.	CA&E Committee

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

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

CORRESPONDENCE & COMMUNICATIONS

GENERAL

1. Resident request to intervene in improving state of pavement between Barton Turn junction and Telephone Exchange. *Clerk responded and forwarded photographs to Cllr Brown*
2. Resident requesting permission to plant on verge in front of Short Lane property – *Clerk referred resident to Cllr Brown*
3. RBL – Remembrance Week Schedule of Events, Plans and Risk Assessment
4. Resident enquiry regarding alleged breach of planning permission (HSC development) – *response sent* and further enquiry requesting clarification of ownership of the previous HSC building.
5. Resident request for tree surgeon recommendation – *Clerk responded with details of 3 firms without endorsement.*
6. Resident thanks to the Council for installing new willow hurdles to screen memorial garden.
7. E-on – Copy Schedule of Street Lighting Renewal Program – *forwarded to all Cllrs*
8. Alstrom Central Rivers – offering volunteers for environmental and community projects in Barton – *forwarded to CAEC*
9. Annual Playground Inspection completed and report forwarded to CAEC
10. Resident enquiry regarding stockpiling for emergency situations and muster points – *Clerk responded*

SPCA/NALC

11. Newsletters and training opportunities; Confirmation of Pause & Review of Local Government Reorganisation; Invitation to Annual Conference 10am, 23/11/26 at Uttoxeter Town Hall; Digitisation of AGAR free webinar – *Clerk/RFO to attend*

DRAKELOW DEVELOPMENT (BRIDGE AND BYPASS) STEER GROUP

MEETING MINUTES 14th September 2026

1. Welcome and Introductions

- Amy Wheelton (AW) – Chair and Seales District Councillor & DCC County Councillor
- Ian Bentley (IB) – Walton Cricket Club/Walton Parish
- Neill Forest (NF) – Chair Walton Parish Council
- Derek Lord (DL) – Barton Parish Council
- Charles Kowalik (CK) – Technical Manager Vistry
- Justin Howell (JH) – Technical Director Vistry
- Steffan Saunders (SS) - South Derbyshire District Council (SDDC) Head of Planning
- Scott Treacy (ST) – Drakelow Parish Council
- Peter Mason (PM) Cabinet Member for SCC Strategic Highways
- Catherine Brown (CB) – County Councillor for Needwood Staffordshire

2. Apologies

- Dale Arthur – Head of Sustainable Development Staffordshire County Council (SCC)
- Kevin Parkes (KP) – Head of Professional Services Derbyshire County Council (DCC)

3. Minutes

Previous minutes of 1st June 2026 were accepted.

4. Outstanding from previous minutes/actions

Actions are dealt with within the minutes and were checked and discussed.

5. Updates and Timescales on Drakelow Development

CK – Very little change on site since the last meeting layout, handovers are occurring with occupations broadly the same, Chair asked for clarification on speed humps on Marley way and CK stated these are only temporary until the spine road/top surface goes on when they will be removed.

Action - The chair asked for exact occupations on housing at Drakelow.

Action Completed 17/09/25 – occupations 876.

CK – de - culverting works design on the Drakelow site is close to sharing with the Environmental Agency (EA) for permits to ensure timely works within the ecological constraints and open periods next year, it is to be de-culverted and left open with a design solution found to the side stability.

CK - The 3rd roundabout by the commercial site is with DCC for design checks and technical approval is not granted yet.

Action – Chair who is DCC Cllr to chase

Action completed 15/09/26 – DCC are awaiting full design pack, now the general alignment and design principles agreed with Vistry, its single lane entry and exit, once the pack is received, DCC will prioritise and turn around within 2 weeks. There will be a requirement for a new safety audit stage1/2 due to significant changes to the proposed layout. Street lighting design will need to be amended to suit and both DCC drainage and the safety team will need to review the final proposals.

6. Updates and Timescales on New Bridge and Highways issues.

CK – The Derbyshire side which started first continues, with substantial works at 75 – 80% completed, drainage and swale work remains.

SS – the s106 was completed 03/09/26 so the planning condition on the Station Lane narrowing is enacted, CK- confirmed the already agreed design pack is with Chasetown to implement, procure and book the road space with SCC to implement.

The chair read in DCC update below:

Design and Check certificates for Flood Alleviation Structures

Design and check certificates for the structures designed to date have been signed and issued by SCC.

TRO's (Traffic Regulation Orders)

Meetings have been held between DCC and SCC TRO's colleagues to ensure their corresponding work packages align as TRO work is progressing.

Action – SS to ensure planning condition implemented within the agreed timeframes.

CK - The Western side or Staff side has 3 of the 5 retained walls filled in with stone on the bypass, rails are going on the Bridge, safety fencing coming down, and work continues, Vistry have appointed a project manager. A long discussion was undertaken on the two tie in options, an embankment or retaining wall design, the effects on the quarry entrance which must remain open for access, legal agreements between the landowners, planning permissions which may be required and the s38 (off adopted road) and s278 (on adopted road) works. The below timelines and milestones were agreed to progress works at speed.

The retained wall option will be progressed which will minimise the prospect of needing any unregistered land, additional planning is not required, and there is a significant prospect of a faster approval as it's within the existing planning approved boundary. It was noted as per previous minutes all the geometry and alignments are agreed for the tie in.

The Chair raised the proposed Cadent works to replace the gas mains on Rosliston road and Station Lane Walton on Trent, could this Station Lane Road closure be aligned for these works to minimise disruption, this will be looked at.

Action – PM/SCC/CK/JH/KP s38 works such as kerbs, road surface, drainage to be split from the s278, as they were on the DCC side, to allow as much progress as possible on the bypass off road – time frame the next fortnightly meeting, KP to be invited to ensure this begins, then fortnightly meetings to progress.

Timelines & Milestones agreed on Western tie in work from the meeting date:

- Within a week of the meeting permit request into SCC to be fast tracked for works next week to obtain geotechnical data needed for final retained wall solution design.
- Vistry final design 6 weeks after bore hole data @8 weeks
- Weekly meetings at 6 weeks on final design
- Legals finalised on ownership - needed at final design stage – Vistry TBA
- Utility diversions agreed and Vistry hold plans agreed. On hold whilst the program is considered.
- S278 agreed and signed to allow road element, once this begins the new bypass and bridge will open on conclusion
- Agree works start date/road closures

Note the best-case scenario for tie in investigation and design works conclusion is 16 weeks, with Christmas that is mid to late January 2027, this allows site works to begin Spring 2027.

The FRAP or Flood Risk Application Paper was with the EA 2/3 weeks ago, approval is needed from the EA before final design, 12 weeks is usual for approval however, Vistry are confident they can expediate approval.

CB/DL – asked for site of the FRAP, SS explained and CK confirmed that technical approvals/permits are not public documents and may yet be commented on by the EA (usual in the process) but once approved the content will be shared. As per previous minute any works on the Barton Brook needs EA agreement and no works may occur without it, only works within the redline build area of the Western tie in are being looked at, any other matters in relation to the Barton Brook and flooding are not for this Steer Group.

Cricket Club – the previous action had not been dealt with, but an email is with the CC for a meeting on flood alleviation, the net liability for maintenance and balls going over it is with the developer's legals with a view to a 3rd party taking this on. The Chair reminded all that this is a planning condition and liability for both currently lies with the developer.

The Chair asked CK on a new projected best-case scenario opening with the timelines discussed today, it is summer 2027.

7. Questions.

NF - made clear his disappointment at the delays and residents and the western tie in must take priority over the Catton events and this was to be made clear to DCC, this was unanimously agreed by all parties, and the bypass must take priority.

8. Next meeting date – 30th November 2026 4.30pm

DRAFT