Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheadsparishcouncil.co.uk

Tuesday 12th September 2023

Dear Councillor,

You are summoned to attend the **Full Council** meeting of **Loggerheads Parish Council** to be held at 7pm on Monday 18th September 2023 at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To elect a Vice Chair of the Parish Council for the year 2023 – 24

2. To receive and consider apologies for absence

3. To note the Parish Council has three vacancies due to the resignations of Pat Henshaw (Monday 21st August), Dave Coulson (Wednesday 6th September) and Leah Gibson (Sunday 10th September)

4. To note declarations of Members' interests

5. To approve and sign the minutes of the previous meeting held on Monday 21st August 2023

6. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

7. To note, consider and approve payments to the value of £3,889.11 as shown in the attached report

8. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee

      i. To consider becoming an affiliate member of the Co-operative Councils Innovation Network at a cost of £250 per year, and to recommend to Full Council

b. Planning and Environment Committee
Chair: VACANT Vice Chair: Cllr H. Roberts

i. To consider planning applications not having been reviewed by Planning and Environment Committee

Application No: 23/00697/FUL
Proposal: Proposed kitchen extension
Location: 6 Birch Rise Loggerheads Market Drayton

Application No: 23/00708/FUL
Proposal: Extension of farm office
Location: Old Springs Farm Old Springs Market Drayton

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

9. To consider the following Member items: -

i. Rural Post Collection Changes **– Cllr Sedgley**

10. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

11. To receive updates from Members having attended external meetings

12. To identify additional training needs within the Council

13. To note the dates of **Loggerheads Parish Council** meetings for October 2023: -

Finance and General Purposes Committee	7pm, Monday 9th October 2023 at Loggerheads Community Fire Station
Full Council	7pm, Monday 16th October 2023 at Loggerheads Community Fire Station
Planning and Environment Committee	7pm, Monday 6th November at Loggerheads Community Fire Station

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In attendance: Cllrs Brown, Butterworth, Coulson, Fox, Lee, Love, Roberts, Sedgley, Sheard, Swan, Swetman, Tomson and Wellard

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 21ST AUGUST 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson Beales and Hodgkins

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the previous meeting held on Monday 17th July 2023

   Resolved: To sign the minutes of the previous meeting as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note, consider and approve payments to the value of £5,382.70 as shown in the attached report

   Resolved: That spend of £5,382.70 is approved.

6. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee
   Chair: Cllr M. Lee Vice Chair: Cllr L. Beales

      i. To consider the following governance documents: -

         - Financial Regulations
         - Reserves Policy
         - ICO Publication Scheme

      Resolved: To approve the abovementioned governance documents.

      ii. To consider matters relating to the draft budget for the financial year 2024/25

      The meeting requested that the ***'Grounds Maintenance'*** line item be revised, and further clarification given surrounding the cost breakdown.

b. Planning and Environment Committee
Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

i. To consider planning applications not having been reviewed by Planning and Environment Committee

Application No: 23/00616/FUL
Proposal: Proposed new private access to Meadow View and amended access to Holly House (resubmission of 22/00859/FUL)
Location: Holly House Church Road Ashley

Resolved: To make no objection nor submit any comment.

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

7. To consider the following Member items: -

NONE

8. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

a. Staffordshire County Council

It was mentioned that several roadshows are taking place at present – such as the Carbon Bubble Campaign – a large, pink bubbles which is being driven around the County.

Highways – the new pothole repairing machine is out and about; however, several road signs remain in a state of disrepair, or in need of replacement.

'Hungry Little Minds' is a campaign to offer disadvantaged children and families the best possible opportunities. This includes things such as access to Libraries and Schools running extracurricular activities to assist parents.

The Business Loan Scheme which was launched last year has been particularly effective in assisting start-up business, most notably among younger entrepreneurs, but these are reviewed periodically to measure their effectiveness. Where it is felt that progress on a venture is not well-developed the loan will be terminated.

With respect to recent GCSE and A-Level results, attainment figures across Staffordshire are back to pre-covid levels. There are also several educational programmes are being rolled out to more adults to assist with both numeracy and literacy

b. Newcastle-under-Lyme Borough Council

Speeding on Eccleshall Rd – complaints of speeding along Eccleshall Road have been passed on to the Safer Roads Partnerships, but this remains ongoing cases.

The Borough Council has a new temporary Head of Legal, Barbara Beardswell, but

it is not known how long this person will be in post.

Following complaints of flooding on Mucklestone Road it appeared that some works had been carried out on one side of the road, but not on the other; but this has since been requested and seems to have been rectified.

It is possible planning application in Ashley for a Change of Use to a Children's Home will showing what are believed to be "irregularities", but these have been dismissed as not being material planning concerns.

Cllr Panter, in his capacity as Deputy Mayor, will be attending and event for the Battle of Britain.

c. Staffordshire Police

Staffordshire Police were unable to attend and will provide a report when able to do so.

9. To receive updates from Members having attended external meetings

NONE

10. To identify additional training needs within the Council

NONE

11. To note the dates of **Loggerheads Parish Council** meetings for 2023: -

Planning and Environment Committee	**7pm, Monday 4th September 2023** at Loggerheads Community Fire Station
Personnel Committee	**7:30pm, Monday 4th September 2023** at Loggerheads Community Fire Station
Finance and General Purposes Committee	7pm, Monday 11th September 2023 at Loggerheads Community Fire Station
Full Council	7pm, Monday 18th September 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:22pm

Signed…….

AGENDA ITEM 5

Report Statement

Report Purpose: To note, consider and approve payments to the value of £5,382.70

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of August 2023.

2. Position

Date	Supplier	Amount (£)
25/08/2023	B. Minshall – Salary	£2,321.00
25/08/2023	G. Cheshire – Salary	£1,112.80
30/08/2023	8x8 – Telephone	£12.00
15/08/2023	BT – Broadband	£100.55
03/08/2023	Cambers Country Stores Ltd	£11.94
20/07/2023	Carrera UK – Webhosting – 150473	£52.00
20/07/2023	Carrera UK – Webhosting - 150851	£52.00
03/08/2023	Chris Evans Farm Services Ltd	£18.72
03/08/2023	CPRE – The Countryside Charity	£36.00
25/08/2023	Emery Pest Control	£70.00
08/08/2023	FuelGenie+	£131.50
31/07/2023	L. Anderson – Internal Audit	£266.10
10/08/2023	O2 – Mobile Phones	£32.40
09/08/2023	Pozitive Energy	£52.10
01/09/2023	PWLB Loan Repayment	£777.87
20/07/2023	Scribe – Quarterly Bank Reconciliation	£300.00
01/08/2023	T. R. Machinery	£9.43
01/08/2023	T. R. Machinery	£26.29
		£5,382.70

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and NI	0.00	11,800.00	(11,800.00)
Pension	0.00	4,000.00	(4,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Grounds Maintenance	8,000.00	7,400.00	600.00
IT / Stationery / Printing	4,000.00	6,300.00	(2,300.00)
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	10,000.00	(9,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	6,000.00	(3,900.00)
Subscriptions	1,000.00	2,300.00	(1,300.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**142,200.00**	(49,900.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Loggerheads Library	1,000
Elections	4,000
TOTAL	5,000

INCOME	
Allotments	660.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**3,880.64**

TOTAL REQUIRED	**143,319.36**

Precept 2023/24	46.12365064	
		24.19988224
Precept 2024/25	70.32353288	

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In attendance: Cllrs Beales, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING HELD ON MONDAY 14TH AUGUST 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Henshaw.

2. To note declarations of Members' interests

   There were no declarations of Member's interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 10th July 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To receive a report from the Member Auditors – **Cllrs Sheard and Wellard**

   Cllrs Sheard and Wellard provided the meeting with a verbal update in relation to the most recent Member Audit which was carried out at the beginning of July. The financial records for quarter one were found to be in good order. It is intended to conduct further Member Audits on a quarterly basis.

7. To consider matters relating to finance, and make a recommendation to Full Council

   a. To consider matters relating to the budget for the financial year 2024/25

      The meeting discussed the draft budget proposal for the financial year 2024/25.

      Overall, three amendments were made to budget line items for Grounds Maintenance (£9,000), Parish Events (£2,000) and SIDs (Speed Indication Devices) (£4,200). As a result of those amendments the overall budget proposal for 2024/25 results in the amount of £135,119.36 – which would result in a precept

of £66.30 per Band D household for the year – or a cost of £0.18 per day per Band D household.

8. To consider the following grant applications, and make a recommendation to Full Council: -

   a. Loggerheads Craft and Chat Group - £221.62

   Resolved: To award the Loggerheads Craft and Chat Group a grant of £180.00.

11. To consider the following governance documents: -

   a. Financial Regulations

   Resolved: To recommend the amended Financial Regulations to Full Council.

   b. Reserves Policy

   Resolved: To recommend the amended Reserves Policy to Full Council.

   c. ICO Publication Scheme

   Resolved: To recommend adoption of the ICO Publication Scheme to Full Council.

12. To consider matters relating to communications

   NONE

13. To consider matters relating to Parish Events

   NONE

14. To receive updates in relation to ongoing projects

   a. Burntwood Community Area (formerly 'LV1')

      It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations has since been concluded, which means that both the lease and sublease can now be progressed.

   b. Loggerheads Library

      The Parish Council officially became the recognised Delivery Partner for the Loggerheads Library Service on Friday 7th July 2023.

      A meeting took place on Monday 14th August 2023 between the County Council, Parish Council and Library Volunteers – and it is anticipated that further such meetings will take place on a bi-monthly basis.

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 11th September 2023** at Loggerheads Community Fire Station

   Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:45pm

Signed…….

Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Payroll				36,000.00	9,413.56	26,586.44
2	Payroll Admin				300.00	144.02	155.98
3	Grounds Maintenance Offi				18,000.00	2,567.51	15,432.49
5	Consultancy and Legal Ad				2,000.00		2,000.00
6	Expenses				300.00	338.10	-38.10
9	Information Technology				4,000.00	4,033.15	-33.15
10	Insurance and Audit				2,000.00	1,774.45	225.55
13	Room Hire				400.00		400.00
15	Subscriptions				1,000.00	1,061.58	-61.58
16	Training				1,000.00		1,000.00
17	Utilities				1,000.00	126.19	873.81
20	Pension					903.96	-903.96
21	Council Tax Support Grant			2,408.00			2,408.00
23	Bank Charges					115.83	-115.83
24	Tax and NI					735.23	-735.23
25	Data Protection Registratic					35.00	-35.00
26	Phone/Internet poss IT					147.79	-147.79
				£2,408.00	**66,000.00**	**£21,396.37**	**47,011.63**

Capital Borrowing			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
11	Burntwood Loan Repayme				1,600.00		1,600.00
					1,600.00		**1,600.00**

General			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
4	Allotments				1,100.00	1,090.00	10.00
12	Parish Events				1,000.00	685.00	315.00
14	Speed Indication Devices				2,100.00		2,100.00
					4,200.00	**£1,775.00**	**2,425.00**

Grounds Maintenance			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
8	Grounds Maintenace				8,000.00	19,784.35	-11,784.35
					8,000.00	**£19,784.35**	**-11,784.35**

Income			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
18	Income			17,812.48			17,812.48
19	Precept			94,000.00			94,000.00
22	Bank Interest			154.55			154.55
				£111,967.03			**111,967.03**

Section 137			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
7	Grants				10,000.00	900.00	9,100.00
					10,000.00	**£900.00**	**9,100.00**

NET TOTAL			**£114,375.03**	**89,800.00**	**£43,855.72**	**160,319.31**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and NI	0.00	11,800.00	(11,800.00)
Pension	0.00	4,000.00	(4,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Grounds Maintenance	8,000.00	7,400.00	600.00
IT / Stationery / Printing	4,000.00	6,300.00	(2,300.00)
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	10,000.00	(9,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	6,000.00	(3,900.00)
Subscriptions	1,000.00	2,300.00	(1,300.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**142,200.00**	(49,900.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Loggerheads Library	1,000
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INCOME	
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Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**3,880.64**

TOTAL REQUIRED	**143,319.36**

Precept 2023/24	46.12365064	
		24.19988224
Precept 2024/25	70.32353288	

AGENDA ITEM 8(a)

Summary Grant Report

Report Purpose: To consider a S137 Grant to Loggerheads Craft and Chat Group

Version Control: V1

Author(s): Parish Clerk

1. **Name of Applicant**

   The applicant is Loggerheads Craft and Chat Group

2. **Information About the Project or Event**

   The name of the project is 'Coronation Celebration'.

   The total project cost is £325.72.

   The amount of grant requested is £221.62.

3. **Purpose of Grant**

   LAST YEAR INAUGURAL CORONATION COINCIDED WITH THE PLATINUM JUBILEE – THIS YEAR THE CORONOATION CELEBRATESTHE CORONATION OF KING CHARLES THE III.

   THE EVENT IS HELPING REINTRODUCE A TRADITIONAL EVENT, WITH A MORE UP TO DATE APPROACH, AND RECOGNISES THE CONTRIBUTIONS THAT OUR YOUNG CHILDREN MAKE TO THE COMMUNITY, SO HELPING TO RAISE THE CHILDRENS' FEELINGS OF SELF-WORTH AND SELF-ESTEEM.

   EVIDENCE SHOWS THAT RURAL AREAS ARE AT INCREASING RISK OF ANTI-SOCIAL BEHAVIOUR, ISOLATION, ACCESS TO COUNTY LINES ACTIVITY, PRIMARILY BECAUSE OF IT'S LOCATION. TO ENSURE THAT WE MAINTAIN A PROACTIVE APPROACH TO REDUCING THE RISK OF SUCH THINGS, A COMMUNITY APPROACH CAN ONLY BE BENEFICIAL.

   PROVIDING SUCH ANNUAL EVENTS GIVES THE COMMUNITY SOMETHING TO LOOK FORWARD TO.

   OLDER MEMBERS OF THE COMMUNITY REFLECT ON HOW EVENTS SUCH AS THE CORONATION, SCARECROW TRAIL AND OTHER EVENTS BRING THE COMMUNITY OUT AND REMIND THEM OF TIMES LONG GONE.

   THE EVENT SHOWS THE COMMUNITY THAT THEY ARE WORTH THE EFFORT THAT GOES INTO ORGANISING SUCH EVENTS AND, RATHER THAN SOLELY BEING RECOGNISED AS A DORMITORY VILLAGE, LOGGERHEADS IS A PLACE TO ASPIRE TO LIVE IN BECAUSE OF THE OPPORTUNITIES AND ACTIVITIES.

   LOCAL BUSINESSES. CRAFTERS, GROUPS AND ORGANISATIONS WILL GAIN RECOGNITION AND AWARENESS, AND WILL BENEFIT FINANCIALLY FROM BEING ABLE TO PROMOTE THEMSELVES AND THEIR SERVICES.

THE ACTIVITIES SEES WIDER FAMILIES COMING TOGETHER WITH THE SPECIFIC INTENTION OF ENJOYING A COMMUNITY ACTIVITY.

THE SCHOOL WILL BE ABLE TO BE A HUB FOR THE ACTIVITY, AND GIVE PROSPECTIVE FAMILIES THE OPPORTUNITY TO SEE EDUCATIONAL OPPORTUNITIES FOR THEIR CHILDREN.

4. **Financial Details**

Item **	**Total Costs**	**Requested from Loggerheads Parish Council**
HALL HIRE	£75.00	£75
ROSETTES	£17.00	£0
SASHES	£25.99	£25.99
CROWN X 2	£27.14	£27.14
ADVERTISING BANNER	£43.49	£43.49
LEAFLET PRINTING	£100	£50
GARLANDS	£35.00	£0
Grand Totals	**£325.72**	**£221.62**

5. **Income and Other Funding**

Funder	Date of Application	Status
None	None	None

6. **Considerations**

- To consider awarding a grant in the amount of £221.62

- Loggerheads Craft and Chat Group a registered Community, Voluntary or Faith-based Group
- They do have a formal constitution.
- The have provided evidence of a registered bank account
- They received a grant from Loggerheads Parish Council in June 2022

AGENDA ITEM 8(a)

Additional Information: -

- Further to my earlier email, you indicated that the …***"annual Craft and Sparkle event to raise funds for the Craft and Chat group and other community groups"…*** - can you please identify the ***"…other community groups…"*** which are intended to benefit from this event?

  Any community groups who book a stall at the event.

National Association of Local Councils

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a: 109 Great Russell Street, London WC1B 3LD

LOGGERHEADS PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

General	2
Accounting and audit (internal and external)	4
Annual estimates (budget) and forward planning	6
Budgetary control and authority to spend	6
Banking arrangements and authorisation of payments	8
Instructions for the making of payments	9
Payment of salaries	12
Loans and investments	13
Income	13
Orders for work, goods and services	14
Contracts	15
[Payments under contracts for building or other construction works]	17
[Stores and equipment]	17
Assets, properties and estates	17
Insurance	18
[Charities]	18
Risk management	19
Suspension and revision of Financial Regulations	19

nalc
National Association of Local Councils

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

[1] Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

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w: www.nalc.gov.uk
a: 109 Great Russell Street, London WC1B 3LD

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.

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2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the all committees and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000.
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was

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authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any

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Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council

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as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be

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instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and RFO and two Members. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council following advice from the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk and RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the

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appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council following advice from the Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

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8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Clerk and RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

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ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

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[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[3] Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

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g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], [4][insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 15% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

[4] Based on NALC's Model Standing Order 18d ©NALC 2018

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13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

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w: www.nalc.gov.uk
a: 109 Great Russell Street, London WC1B 3LD

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

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18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

LOGGERHEADS PARISH COUNCIL
RESERVES POLICY

Approved by Council:
Date of Review: May 2026

1. Introduction

Loggerheads Parish Council is required to maintain adequate financial reserves to meet the needs of operational and financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020) advises:

"As with any financial entity, it is essential that authorities have sufficient reverses (Earmarked and General) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies that such reserves are not excessive."

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There are no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Reviewing the Council's finances is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and therefore indicates an appropriate level of Reserves.

2. Types of Reserves

Reserves can be categorised as general or earmarked.

2.1 General Reserves

General Reserves are funds that do not have any restrictions as to their use. These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget

JPAG advises:

"The generally accepted recommendations with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that is should be maintained between three (3) and twelve (12) months Net Revenue Expenditure

(NRE)"

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice any authority with an NRE in excess of £200,000 should plan on 3 months equivalent"

The primary means of building General Reserves will be through a reallocation of funds and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves are exhausted due to major unforeseen spending pressure within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

The Council is increasingly responsible to land (including play equipment and trees) and employment of staff. Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance, sufficient to pay three months salaries to staff, in General Reserves at all times.

2.2 Earmarked Reserves

Earmarked Reserves must be held for a genuine and intended purpose and their level should be subject to annual review and justification. Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Earmarked Reserves should be separately identified within the account to prevent queries from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created.

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset lifecycles. They are a mechanism to smooth expenditure without the need to vary the budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developer contributions – proceeds from developers which can only be used for specified purposes.
- Other Ear Reserves – these may be set up from time to time to meet known or predicted liabilities.

When the purpose of an Earmarked Reserve become obsolete, or where there is an over provision of funds, the excess may, on approval of the Parish Council be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

Earmarked Reserves will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an Earmarked Reserve must be approved by Parish Council. If the Earmarked Reserve are used to meet short term funding gaps, they must be replenished in the following financial year. However, Earmarked Reserves which have been used to meet a specific liability would not need to be

replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movement in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings where required. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Finance Officer. This will form part of the recommendations for the Annual Budget request by the Parish Council.

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Publication Scheme Information Guide

Class 1 – Who we are and what we do

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Where to find us Location and map	Hard Copy Website	Free
Committee Structure Current only	Hard Copy Website	£0.20 per page
Council and Committee Membership	Hard Copy Website	£1.00
Contact Details for Councillors	Hard Copy Website	Free
Officer Management Structure	Hard Copy Website	£0.20 per page
Contact Details for Parish Clerk and Officer	Hard Copy Website	Free
Ward Details	Hard Copy Website	Free
Council and Committee Terms of Reference	Hard Copy Website	£1.00
Calendar of Events	Hard Copy Website	Free
Calendar of Meetings	Hard Copy Website	Free

Class 2 – What we spend and how we spend it

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Financial Regulations Current Only	Hard Copy Website	£1.00
Standing Orders Current Only	Hard Copy Website	£1.00
Approved Budget (Including Balances and Precept) Current and 3 previous years	Hard Copy Website	£1.00 each
Approved Budget and Precept (One Page Summary)	Website	Free
Procurement Policy Current Only	Hard Copy Website	£1.00
S137 Grants Policy	Hard Copy Website	Free
Pensions and Pensions Discretion Policy (Where Applicable)	Hard Copy Website	£1.00
Annual Return Form and Report by Auditor Current or Previous 3 years	Hard Copy Website	£1.00 each
Annual Accounts Current or previous 3 years	Hard Copy Website	£1.00 each
Grants Received	Hard Copy Website	£1.00
Grants Given Current or previous 3 years	Hard Copy	£1.00 each
List of current contracts awarded and value of contract	Hard Copy Website	£1.00

Class 3 – What our priorities are and how we are doing

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
External Audit Report Current or previous 3 years	Hard Copy Website	£1.00 each
Internal Audit Report Current or previous 3 years	Hard Copy Website	£1.00 each

Class 4 – How we make decisions

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Monthly Meeting Schedules	Hard Copy Website	Free
Data Protection Policy	Hard Copy Website	£1.00
Minutes of Annual Parish Meeting Current and Previous Year	Hard Copy Website	£0.20 each
Calendar of Meetings	Hard Copy Website	Free
Agendas of Meetings Current and previous 3 years	Hard Copy Website	£1.00 each
Minutes of Meetings Current and 3 previous years	Hard Copy Website	£1.00 each
Responses to Consultation Papers	Hard Copy Website	£1.00
Responses to Planning Applications	Hard Copy Website	£0.20
Byelaws (Where Applicable)	Hard Copy	£1.00 each

Class 5 – Our Policies and Procedures

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Accessibility Statement	Hard Copy Website	£1.00
Co-option Policy	Hard Copy Website	£1.00
Code of Conduct	Hard Copy Website	£1.00
Communications Policy	Hard Copy Website	£1.00
Complaints Procedure	Hard Copy Website	£1.00
Data Protection Policy	Hard Copy Website	£1.00
Data Retention Policy	Hard Copy Website	£1.00
Disciplinary Procedure	Hard Copy Website	£1.00
Equality and Diversity Policy	Hard Copy Website	£1.00
Financial Regulations	Hard Copy Website	£1.00
GDPR Privacy Notice	Hard Copy Website	£1.00
Health and Safety Policy	Hard Copy Website	£1.00
Neighbourhood Plan	Hard Copy Website	£1.00
Neighbourhood Plan Monitoring Report	Hard Copy Website	£1.00
Protocol to Mark the Death of a Senior Figure	Hard Copy Website	£1.00
Recruitment Policy	Hard Copy Website	£1.00
Reserves Policy	Hard Copy Website	£1.00
Safeguarding Policy	Hard Copy Website	£1.00
Social Media Policy	Hard Copy Website	£1.00
Standing Orders	Hard Copy Website	£1.00
Terms of Reference	Hard Copy Website	£1.00
Training and Development Policy	Hard Copy Website	£1.00
Volunteers Policy	Hard Copy Website	£1.00

Class 6 – Lists and Registers

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Members Declaration of Acceptance of Office	Hard Copy	£0.20 each
Assets Register	Hard Copy	£10.00
Risk Register	Hard Copy	£10.00
Register of Members' Interests	Hard Copy Website	£1.00 each

Class 7 – The services we offer

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Allotments	Hard Copy Website	£0.20
Play Areas	Hard Copy Website	£1.00 each
Winter Gritting	Hard Copy Website	£1.00

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Printing - £0.20 per page	Use of Council Resources
	Photocopying - £0.20 per page	Use of Council Resources
	Postage	Actual cost of Royal Mail Standard 2nd Class

Contact Details: -

Address:	Parish Clerk, Loggerheads Parish Council, Loggerheads Community Fire Station, Market Drayton Road, Loggerheads Shropshire TF9 4EZ
Telephone:	01630 673426
Email:	clerk@loggerheads-pc.gov.uk

Loggerheads Parish Council
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T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk

In attendance: Cllrs Brown, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Swan and Swetman

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 7TH AUGUST 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Sedgley and Beales

2. To note declarations of Members' interests

   There were no declarations of Members' interests

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 3rd July 2023

   Resolved: To sign the minutes of the previous meeting as a true and accurate record

4. Public Question Time

   There were no Members of the Public in attendance

5. To consider matters relating to the budget for the financial year 2024/25

   The meeting discussed the current draft budget proposal of £143,319.36. The proposal was analysed line by line and will be discussed at every meeting between August and December whereby the final decision will be taken as to the overall budget proposal for 2024/25.

6. To consider the following planning applications: -

   Application No: 23/00529/FUL
   Proposal: Agricultural worker's dwelling
   Location: Land Adj Arbour Farm Napley Road Napley

   Resolved: To make no objection nor submit any comment

   Application No: 23/00623/OHL
   Proposal: Replace approximately 210m of existing open wire low voltage overhead lines with new ABC bunched conductor and associated 5 wooden pole (like for like), highlighted pink on associated plan. New wooden pole (same as existing wooden poles), 2 new stays and approximately 20m of new ABC bunched conductor,

highlighted green on associated plan.
Location: Manor House Farm Park Lane Ashley Market Drayton Shropshire TF9 4EH

Resolved: To make no objection nor submit any comment

7. To note the objection by the Parish Council to the following planning application, having occurred outside of a Planning and Environment Committee meeting:

Application No: 23/00421/PLD
Proposal: Change of use from Dwellinghouse to use class C5
Location: 9 Heathcote Avenue Hook Gate Market Drayton

Noted

8. To note that the following planning applications have been considered by NuLBC: -

Application No: 23/00396/FUL
Proposal: Two storey side and single storey rear extension.
Location: 4 Smithy Lane Knighton Market Drayton
Decision: **Permitted**

Noted

Application No: 23/00266/FUL
Proposal: Demolition of existing garage blocks and erection of 2no. dwellings
Location: Land Adjacent To 27 Esselie Avenue Ashley Market Drayton
Decision: **Permitted**

Noted

Application No: 21/00536/FUL
Proposal: Application for variation of conditions 20 and 21 of planning permission 15/00015/OUT to include the wording "other than that required to undertake remedial works"
Location: Tadgedale Quarry Mucklestone Road Loggerheads
Decision: **Permitted**

Noted

Application No: 22/00923/FUL
Proposal: Conversion of existing chapel to single residential dwelling
Location: Congregational Chapel Chapel Lane Ashley
Decision: **Permitted**

Noted

Application No: 22/00924/LBC
Proposal: Conversion of existing Chapel to single residential dwelling
Location: Congregational Chapel Chapel Lane Ashley
Decision: **Permitted**

Noted

Application No: 23/00356/FUL
Proposal: Internal alterations, single storey front/side and rear extensions, alterations to external materials of dwelling.
Location: Bowgate Birks Drive Ashley Heath
Decision: **Permitted**

Noted

Application No: 22/00961/FUL
Proposal: Erection of essential staff housing for Bearstone Stud
Location: Land Adjacent Bearstone Stud Mucklestone Road Market Drayton
Decision: **Permitted**

Noted

9. To receive an update in relation to the Burntwood Community Area

   It remains the case that the Parish Council has yet to take formal occupation; however, those matters are now resolved, and it is anticipated that the final lease is imminent.

10. To consider matters relating to the CPRE Hedgerow Heroes Project

    Resolved: To nominate The Burntwood Community Area as an available site for the CPRE Hedgerow Heroes Project

11. To note the updated Loggerheads Neighbourhood Plan Monitoring Report for 2023

    Noted

12. To note the date of the next **Planning and Environment Committee** meeting as being held at **7pm, Monday 4th September 2023** at Loggerheads Community Fire Station

    Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:27pm

Signed…….

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and NI	0.00	11,800.00	(11,800.00)
Pension	0.00	4,000.00	(4,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Grounds Maintenance	8,000.00	7,400.00	600.00
IT / Stationery / Printing	4,000.00	6,300.00	(2,300.00)
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	10,000.00	(9,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	6,000.00	(3,900.00)
Subscriptions	1,000.00	2,300.00	(1,300.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**142,200.00**	(49,900.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Loggerheads Library	1,000
Elections	4,000
TOTAL	5,000

INCOME	
Allotments	660.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**3,880.64**

TOTAL REQUIRED	**143,319.36**

Precept 2023/24	46.12365064	
		24.19988224
Precept 2024/25	70.32353288	

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Planning and Development Department
Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Monday 31st July 2023

Re: – 23/00421/PLD – Change of use from Dwellinghouse to use class C5 at 9 Heathcote Avenue Hook Gate Market Drayton

Dear Planning Department,

Loggerheads Parish Council is the corporate body which is responsible for the Loggerheads Neighbourhood Plan. We object to this proposal on the following grounds: -

LNPT1 To be supported new development comprising new homes, employment units or community facilities must, subject to viability considerations, demonstrate a balanced and sustainable approach to transport, including:

- Providing for different modes of transport, including walking and cycling including incorporating secure, covered storage space for cycles.
- Providing electric car charging points.
- Ensuring there is no significant negative impact on road safety and severe traffic congestion.
- Providing safe and suitable access for both vehicles and pedestrians.
- Incorporating well-connected and permeable pedestrian networks; where not already in place, footways (pavements) are provided to link the site to the existing footway network.

It is believed the Applicant intends to establish a Care Home with associated staff, services, medical and other traffic at Heathcote Avenue for commercial purposes. There are nine households which will be affected by this. Ultimately, and because of the potential impact to already narrow access, inadequate parking, increased vehicular traffic and rural character of the area we oppose the application.

Yours sincerely,

B. Minshall

Benn Minshall, Clerk and Responsible Financial Officer

AGENDA ITEM 10

Report Statement

Report Purpose: To consider matters relating to the CPRE Hedgerow Heroes Project

Version Control: V1

Author(s): Parish Clerk

1. Report Summary

The report outlines the opportunity for a hedgerow planting activity supported by community involvement.

2. Position

CPRE Staffordshire, the countryside charity, has recently received funding from national CPRE's Hedgerow Heroes project. We have ambitious plans to plant up to 4km of hedgerow around Staffordshire over the autumn and winter.

Nominations are open for suitable sites where volunteer planting events could be organised if the parish council is aware of any land that might be suitable for hedge-planting. The associated funding would cover the cost of whips, tree guards, stakes, and tools. CPRE Staffordshire would provide risk assessments and landowner partnership agreements and would be able to help with publicity and social media.

3. Financial Impact

The financial implication to the Parish is considered to be nil; however, there could be an element of match funding.

4. Conclusions

It is concluded that The Burntwood Community Area should be nominated as an available site, subject to the lease with the Borough Council being secured.

5. Considerations Sought

- To consider nominating The Burntwood Community Area as an available site which would benefit from the CPRE Hedgerow Heroes Project

Loggerheads Parish Council



Loggerheads Neighbourhood Plan

2013-2033

MONITORING REPORT

JULY 2023

INTRODUCTION

Following the successful outcome at referendum on 10th January 2019 the Loggerheads Neighbourhood Plan was 'made' by Newcastle-under-Lyme Borough Council on 15th February 2019 and forms part of the development plan for the area, together with the Newcastle-under-Lyme and Stoke on Trent Core Spatial Strategy 2006 – 2026 (adopted October 2009), the Newcastle-under-Lyme Local Plan 2011 (adopted in 2003), the Minerals Local Plan for Staffordshire(2015 -2030) and the Staffordshire and Stoke-on-Trent Waste Local Plan (2010 to 2026).

NEIGHBOURHOOD PLAN VISION

The following Vision encapsulated the main issues identified by evidence on the local area and issues raised by the community. It was important that residents felt that this statement reflected their wishes for the parish over the lifetime of this Plan and is still valid 4 years after the Plan was written.

To create an enhanced sustainable rural community that provides for people of all ages

The vision was supported by five aims, which were then translated into the policies in the Neighbourhood Plan.

Aim	Update
Aim 1: Heritage & Place To promote, protect and enhance natural and built heritage and improve access where this does not conflict with conservation of the assets.	Application made to designate Ashley Heath as a Conservation Area in 2019 but this was refused by Newcastle-under-Lyme Borough Council. Request to include in Local Plan Policy submitted in 2020. All applications for development considered against this Aim and relevant comments submitted to the Borough Council.
Aim 2: Transport & Movement To enhance and maintain local walking routes, access to public transport and connections to local towns and employment centres without reliance on cars.	Footpaths maintained and Loggerheads Loops walk leaflets reproduced annually and available free to residents. Bus service maintained at pre-covid level. Limited progress with other connections.
Aim 3: Housing To provide a sustainable place to live with a range of housing that meets local needs.	2021 +78 2, 3, 4 and 5 bed homes being built on Mucklestone Road, 20%"affordable". +44 bungalows being built on Eccleshall Road. In 2022 56 houses were permitted on the site adjacent the Loggerheads Fire station and 22 houses on the site adjacent to Hookgate on Eccleshall Road. Two sets of three self-build developments have

	been permitted outside the village envelope. An additional 28 houses have been permitted to be bult as infill in the last 12 months.
Aim 4: Health & Wellbeing To cultivate social cohesion and healthy lifestyles through the provision of public, recreational and community spaces.	All designated green space has been protected. All play areas have been kept open during covid. Allotments fully used. Changing facilities & toilets provided at the Burntwood sports field in early 2021. Lease being negotiated for site for community facilities on Market Drayton Road.
Aim 5: Economy To provide and create an environment that is attractive to employment and visitors	Applications for dwellings that are not in keeping with the local area have been objected to. Footpaths & green space maintained. Possible new use of car wash site to improve appearance of Loggerheads centre. Memorial area created in 2020.

NEIGHBOURHOOD PLAN POLICIES

The following of policies were developed to manage the future development of Loggerheads to achieve the vision, objectives, and strategy of the Neighbourhood Plan. All applications for development have been considered by the Parish Council against these policies since the Plan was made in February 2019. Most are considered to conform to these policies, so the PC submits a no objection response, those that are considered not to conform are objected to with an explanation as to which policy(s) is not being complied with. Newcastle under Lyme Borough Council includes reference to the relevant Neighbourhood Plan policies in all applications for development in the parish.

The policies are separated into five themes:

- Housing Growth & Mix
- Heritage & Place
- Transport & Movement
- Sport, Health, and Community Facilities
- Economy

Policy	**Update**
LNPG1: New Housing Growth New housing development will be supported within the village envelope of Loggerheads village as defined in this Neighbourhood Plan. Outside of the village envelope, housing development will be supported where:	The full list of permitted housing development in the parish and the progress against this up to August 2023 is attached in detail at Appendix 1. There have been 430 dwellings permitted since the start of the Plan

• It is a replacement dwelling, or limited infill housing, or within a built frontage of existing dwellings; and • It will reflect the character of surrounding dwellings and will not lead to significant loss of garden space; and • It will not cause significant harm to residential amenity; or • It is a new isolated home in the countryside that meets the special circumstances described in paragraph 55 of the Framework.	(2013) and of these 396 are under construction.
LNPG2: Housing Mix To be supported, proposals for ten or more houses must include a mix of types of accommodation to meet requirements identified in the latest assessment of local housing needs including accommodation suitable for first time buyers and the elderly. At least a third of new homes, unless it can be demonstrated there is not a need for this level of provision must comprise a combination of: • One or two bedroomed properties and • One or two bedroomed properties suitable to provide independent living for the elderly	Housing developments of over 10 houses at Mucklestone Road and Eccleshall Road which are under construction have a mix of one- and two-bedroom properties. The bungalows at Eccleshall Road are suitable for independent living for the elderly. The proposals permitted for Market Drayton Road and Tadgedale Quarry include a mix of 2-, 3- and 4-bedroom houses. The PC objected to the Tadgedale reserved matters application as the housing mix being less than the third required by this policy. The application was permitted as it was considered that the 7 3 bed bungalows would be suitable for the elderly which brought the total of small dwellings to 30.5%. The development at Hookgate for 22 which had been permitted included a mix of sizes.
LNPP1: Urban Design and Environment To be supported, new development must demonstrate high standards of design. This includes: 1. Designing buildings, streets, spaces, landscaping, and planting to create attractive, safe and well-functioning environments, with a sense of place. 2. Comprising site-specific design solutions to complement, but not necessarily imitate, the surrounding context.	The Parish Council has cited this policy (or parts of) in several objections in the rural area, i.e. Horse walker at Winnington, Garage at Park Hill Cottage, Garage at Pinewood Drive, Ashley. The Borough Council has permitted all applications with explanations as to why they have not agreed with the PC's objection. The application for 12 apartments in Loggerheads on the car wash site has been permitted

3. Complementing the established character of the surrounding context in terms of scale, density, massing, height, and degree of set-back from streets and spaces. 4. Providing active frontages to overlook public streets and spaces from inhabited rooms. 5. Creating attractive, safe, and convenient environments for pedestrians. 6. Responding positively to local topography. 7. Retaining trees and hedgerows (unless it is demonstrated the need for, and benefits of, development in that location clearly outweigh the loss or they are judged to be poor specimens or species not appropriate to the area) and providing high quality planting and landscape design. 8. Creating a strong green infrastructure buffer on the interface between urban and rural to buffer surrounding landscape from development 9. Providing a mix of overlooked parking provision, as an integral part of layout, so that parking does not dominate streets and space. 10. Designing open spaces to be safe, attractive, and functional as an integral part of layout. 11. Clearly distinguishing between public and private spaces, avoiding placing rear garden fences adjacent to street frontages. 12. Provide convenient, well-screened storage space for bins and recycling. 13. Include high quality materials, to complement those used in the surrounding context. 14. Designing residential garages so that they do not obscure or dominate frontages and are in or behind the building line.	

15. Providing shopfronts to commercial and retail properties, reflecting the character of the area. 16. Ensure fencing and lockable gating is used to deny un-authorised access to the rear of properties, positioned as close to the front of the building line as possible.	

LNPP2: Local Character & Heritage
New development must complement and reinforce the local character of the area and non-designated heritage, including conserving buildings and their setting and comprising high-quality, site-specific design. A balanced judgement will be required having regard to the scale of any harm or loss to a non-designated heritage asset and the significance of the heritage asset. Potential non-designated heritage of sensitivity is listed in the Loggerheads Heritage book. This includes taking account of the following requirements for the main Character Areas.
• Loggerheads Village: opportunities must be taken to improve legibility by creating distinctive new townscape and buildings.
• Ashley Heath: in complementing local context and character, particular attention must be paid to:
  • complementing the established character, based on housing set-back from the road, often with front boundary hedges
  • Preserving protected trees.
• Ashley: must complement the immediate context, including:
  • the Radburn layout of housing off Charnes Road
	There have been 2 applications for changes to Listed buildings since 2019. Both have been supported by the PC; one in December 2019 for the conversion of derelict barns to dwellings in Ashley was seen as an improvement to the site.
	Proposals for changes to Oakley Hall were supported as they would improve the exterior.
	An application in December 2019 for the conversion of 3 agricultural building to houses at Forge farm was objected to as being close to a heritage asset, the application was permitted.
	An application to build a large garage at a new house on Ashley Heath in April 2020 was objected to as not complementing the local context. The application was permitted.

• Adding to the diversity of character created by a number of listed buildings.	
LNPP3: Local Green Space: The following areas (identified on the maps below) are designated as Local Green Space where new development is ruled out other than in very special circumstances consistent with policy for Green Belts: • Land along Tadgedale Brook between Chestnut Road and Brookfield. • Land at Kestrel Drive. • Land at Hugo Way. • Allotments behind Eccleshall Road. • Turner Powis Nature Reserve on Ashley Heath; • Bell Orchard Play Area, Ashley • Almington Play Area; and • Knighton Play Area.	All continue to be protected and maintained and enjoyed by residents as local green space. Two developments have been permitted resulting in S016 Agreements for improvements to play areas at Hugo Way (£80,000) and Tadgedale Brook (£64,000). The Parish Council are negotiating to take over the Hugo Way and Tadgedale Brook areas from NULBC.
LNPT1: Sustainable Transport To be supported new development comprising new homes, employment units or community facilities must, subject to viability considerations, demonstrate a balanced and sustainable approach to transport, including: • Providing for different modes of transport, including walking and cycling including incorporating secure, covered storage space for cycles • Providing electric car charging points • Ensuring there is no significant negative impact on road safety and severe traffic congestion • Providing safe and suitable access for both vehicles and pedestrians	New houses at Mucklestone Road have charging points on external walls. LPC is monitoring conditions on applications for road safety & pavements and links from sites to existing path network closely. Mucklestone Road site – the developer applied to have the condition removed which requires a footpath from top site to bottom which would provide connectivity along one side of Mucklestone Road. The PC objected and the application was refused. The footpath is not yet complete; this is being pushed by LPC. Eccleshall Road – the application for +3 houses opposite the Coop included a condition to build a footpath along the side of the Loggerheads pub from the A53 to link to the path that will then be built by the developer for the +44 bungalows. This path is critical for road safety. Unfortunately, the plan submitted and permitted omitted this path and it

• Incorporating well-connected and permeable pedestrian networks; where not already in place, footways (pavements) are provided to link the site to the existing footway network	was missed by Planning Department & Highways and this will be a major issue in the future if the pedestrian crossing conditioned for Tadgedale Quarry application goes ahead. The PC continues to press the Borough for a resolution to this. Eccleshall Road +44 bungalows condition 10, the Road safety Audit recommended a formal pedestrian crossing, developer is proposing tactile crossings. The PC has objected to this proposal. Tadgedale quarry application has a condition to build a pedestrian crossing across the A53 but on the side to the pub not to the car wash which will leave pedestrians on the wrong side of Eccleshall Road with no help to cross this road. The PC continues to press the County Council for a better coordinated plan for this vicinity. **ACTION: LPC continue to press the Borough and County Council's for a coordinated plan for road safety for Loggerheads village (A53 and Eccleshall Road in particular).** Charging points are being included on new builds in most cases.
LNPS1: Community Infrastructure To be supported new development more than 10 dwellings must demonstrate that existing community infrastructure (meeting and activity space, medical facilities, open space, highway infrastructure including footways) is adequate to accommodate the new development, or subject to viability considerations provide or support new community infrastructure where necessary.	Until July 2021 all applications for more than 10 dwellings were permitted before the Neighbourhood Plan was made. For the amended application for +22 homes on Eccleshall Road at Hookgate submitted in July 2021, LPC has asked for the Section 106 to be reinstated to provide a financial contribution to improving play facilities in Loggerheads. LPC was disappointed that the company who has purchased the land at Market Drayton Road has chosen to propose provision of a Local Area for Play (LAP) rather than a financial contribution to the improvement of play facilities in

	Loggerheads which could have been used towards a MUGA or LEAP (both of which are lacking in the area). LPC has reminded the Borough Council to recognise that improvement is needed in play provision for older children.
LNPS2: Site Allocation for Multi-Sport and Community Facility and Sports Pitch Sites LV1 and LV2 fronting Market Drayton Road in Loggerheads Village (See Maps 16 & 17) are allocated for community sports and recreational uses, subject to the following: • Site LV1 is allocated for built development for a mixed-use community and sports facility, which may include uses falling within planning Use Classes D1 and D2, together with ancillary uses, including a cafe. • Site LV2 is allocated for sports pitches, where the open character of the site is maintained. Limited built development may be considered for approval immediately adjacent to Site LV1, where it is directly related to the primary use as sports pitches and where it would not compromise the open character of the site. The sites will be protected for community and sports purposes. The impact on residential and visual amenity, highway safety and on features of the natural environment adjacent to the sites, are acceptable. The sites will incorporate sustainable / natural drainage systems.	The Parish Council has negotiated a 99-year lease for £1 with Newcastle under Lyme Borough Council, who own LV1 on Market Drayton Road. The paperwork for the formal agreement is expected in September 2022. This agreement has yet still to be signed, A group set up a Community Interest Company in 2019 to progress grant applications for a community facility but were stalled by the lack of a lease and then covid. It is hoped that by 2022 grants will become available again for new projects. In the meantime, the Parish Council has met with the developer of the site between LV1 and the fire station and discussed how play and sport facilities could be provided on LV1 until a community building can be started. This paperwork is still awaited some 30 months after it was resolved by the Parish Council to enter into the lease agreement, NULBC have yet to agree to the wording of the lease.
LNPS3: Sports Pitches Planning permission for development on existing open space and sports pitches will be supported only where it can be	No applications made for these 2 pitches

demonstrated that the facility is no longer required to meet local need or where an equivalent similar or better facility is provided in a sustainable location elsewhere in the Loggerheads area or the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss. Existing pitches subject to this policy are: • The football field at the Burntwood • The cricket pitch at Hales	
LNPE1: Employment New development or change of use to create enterprise and employment space (Use Class B1) will be supported, providing it has no significant adverse impact on residential amenity or on the local environment and open character of the rural environment. Suitable locations for B1 employment development are: • within existing employment sites • in the Mucklestone Nurseries & Business Centre • agricultural buildings, to support diversification • on existing brownfield sites • within the Loggerheads village envelope Within Loggerheads village envelope development comprising new or expanded B2 and B8 uses will be supported on existing industrial or brownfield sites, where there would be no adverse impact on residential or visual amenity and the open character of the rural environment.	4 applications have been received since the Plan was made relating to employment, 3 were supported as being within this policy, 1 objected to as having significant adverse impact on residential amenity (no parking). March 2020 application for a beauty salon on St Johns Road in Ashley was supported and permitted. October 2020 application for change of use from vet to a sandwich shop on Eccleshall Road, Loggerheads was supported and permitted. March 2021 application to convert a disused Telephone Exchange to a dance studio in Hales was supported but refused. August 2021application for change of use from the vet to a fish and chip shop on Eccleshall Road was objected to as no parking. This has been permitted in July 2022. The change of use from a dance studio to a convenience store has been permitted in February 2022.
LNPE2: Retail New retail development will be supported within or immediately adjacent to the existing retail area.	Only two applications for retail development since the Plan was made. An application to open a Sandwich shop in what was the vets in Loggerheads

Development proposals involving existing retail sites will be supported where the retail use is retained as the primary use of the site.	was supported by LPC in October 2020, this was permitted but post covid a new application in August 2021 has been submitted for a fish and chip shop at this location and parking is a concern. This was permitted in July 2022. The change of use from a dance studio to a convenience store has been permitted in February 2022
LNPE3: Broadband To be supported, residential and commercial development proposals must, unless it can be demonstrated to be not viable, establish that on-site provision for high-speed broadband connection will be made prior to occupation of any building.	This is the case for the developments for more than 10 houses. Availability of superfast broadband has improved in the more built-up areas of the parish closer to a telephone exchange but in the more remote areas of the parish it is not as good as residents need for home working.

NON-NEIGHBOURHOOD PLAN ISSUES

Section 7 of the Neighbourhood Plan deals with issues that are not part of the statutory Neighbourhood Plan and not therefore subject to independent examination and referendum and not matters for planning policy to address. However, it covers those issues that residents have said are important to them. These include the following initiatives, which the Parish Council has taken the lead on with an update on progress.

7.1 Place and Heritage: To develop a case for a Conservation Area on Ashley Heath

Rationale: The protection of the area known as Ashley Heath is important to residents and Conservation Area status will provide extra protection of the area's special architectural or historic interest.

Evidence: The residents of Ashley Heath supplied information about the land use and history of this area as part of the evidence gathering for the Neighbourhood Plan, which highlighted that this area has special architectural or historic interest.

Update: A business case to designate Ashley Heath as a Conservation Area was submitted to Newcastle under Lyme Borough Council in 2019 but this was refused on the grounds that the buildings were not of architectural importance. The advice was to pursue this through the Borough Council's Local Plan process to try to get Ashley Heath included in any policies that may protect areas of special interest. If this is not successful, the Parish Council would also consider including this as a policy in the first

review of the Neighbourhood Plan (which is likely to be when the Borough Council's Local Plan policies are agreed (sometime in 2022).

7.2 Place and Heritage: Encourage opportunities for improving the appearance of the centre of Loggerheads village, including the car wash area, car sales area and bus shelters.

Rationale: The centre of Loggerheads village looks untidy and run down and this affects the way residents feel about their local area.

Evidence: Feedback was received during pre-submission consultation that the Plan did not address the major eye sore that was the car wash and the damaged bus shelters. From the Residents Survey results, receiving the most single mentions when asked about the "worst thing about living in the area" is the appearance of the centre of the village around the mini roundabouts, particularly the car wash and the semi-derelict building behind it. From the young people's survey results, 16% of young people did not want the car wash.

Update: The Parish Council have continued to press Staffordshire County Council to maintain the bus shelters to a better standard and report all damage and graffiti to get it repaired as soon as possible. A planning application for the car wash area for apartments has been submitted in July 2021 which would, if permitted, make a significant improvement to removing the derelict looking buildings and petrol station forecourt. However, the Parish Council has concerns about the proposed facia of the apartments as they are not in keeping with the Neighbourhood Plan policy LNPP1: Urban Design and Environment.

7.3 Transport and Movement: Speak to the education and highways authorities on problems with school parking at Hugo Meynell School

Rationale: Inconsiderate parking near the school has been raised by residents of adjacent estates and by customers at the Co-op as a safety issue for children.

Evidence: From the Residents survey one in three people indicated problems concerning parking and there were two main areas: inconsiderate and dangerous parking around the school which affected both the main road and Hugo Way and parking on pavements causing obstructions with Chestnut Road mentioned a number of times. A few people also referred to parking at the Co-op being inadequate at times but this was of much less concern than the school parking issues.

Update: Parking at the school continues to be an issue. Extra signs have been placed on Hugo Way and the yellow lines repainted.

7.4 Transport and Movement: Discuss the potential for traffic calming with the Highways Authority

Rationale: Issues of concern from residents relating to the road network were primarily speeding, and the layout of some roads and junctions.

Evidence: From the Residents survey the topic of greatest concern (70%) was speeding on the roads within the Parish. It was mentioned relatively more often by the women in the sample and those over 60. Additional comments highlighted the A53,

especially through the village itself, and there were some specific mentions of the motorbikes, which frequently pass through the village. There were also a few mentions of speeding in particular areas of the Parish, Hookgate coming up most frequently. Another issue, which was mentioned by almost half the sample, was the layout of roads and junctions. Much of the additional comment was about the mini roundabouts in the centre of Loggerheads so it is no surprise that as many as 61% of those living in Loggerheads expressed concern. There are perceived to be problems of poor visibility when approaching from certain routes, Mucklestone Road. However, the basis of most comment was the danger caused by those on the main road, especially Lorries, failing to stop at the roundabouts. There were several stories of “near misses” and people described this as “an accident waiting to happen”. Another junction which attracted quite a lot of comment was that for Mucklestone Wood Lane/A53 and Gravelly Hill where visibility is particularly difficult.

Update: The Parish Council has invested in Speed Indication Devices on all main routes into Loggerheads, A53 at the junction of Gravelly Hill and Mucklestone Road is the most recent, fitted in 2020. Others are on A53 at Burntwood View, Mucklestone Road and Eccleshall Road, at Hugo Meynell School and coming into the village at Hookgate. This was a total investment of £15,000, with grants received from Safer Staffordshire Road Partnership for £6,000. Speed watch is active in Mucklestone and Knighton as well as Loggerheads. Efforts have been made to meet with Staffordshire County Highways and Newcastle Borough Planning to discuss the impact of the new housing developments on road safety and the proposed pedestrian crossing at the double roundabouts in Loggerheads (a requirement of the Tadgedale Quarry planning application) but this has, the plans were submitted in August 3022.

7.5 Transport and Movement: Speak to bus service providers about improving services

Rationale: Issues relating to inadequate bus service and a need to improve the balance of transport options.

Evidence: Also receiving significant criticism from residents were the local bus services, which 45% felt were inadequate. Several issues were raised; the service was too infrequent, did not run on Sundays and in the evenings and did not run early enough to be suitable for work travel. This was all felt to limit opportunities for employment, leisure, and social activities. Most of these comments related to the Newcastle route but some people also commented on the lack of options to travel to other destinations such as Stafford or Shrewsbury. For those residents in Mucklestone and Tyrley there was often reference to there being no service at all.

Update: The service has not deteriorated further but no progress has been made in improvement of the service.

7.6 Transport and Movement: Examine the potential for car sharing arrangements

Rationale: This would help to reduce the number of single occupancy journeys to centres of employment.

Evidence: Congestion at key junctions could be reduced and this could assist with the poor public transport provision.

Update: No progress.

7.7 Transport and Movement: Progress the project for community transport provision

Rationale: Some areas have access to a minibus that helps to reduce the impact of poor public transport. Loggerheads parish does not currently have such provision.

Evidence: The Parish Council set up a Community Transport Working Group in February 2016 to review the need for such provision and consider the options for providing community transport in the parish. In 2016 the Group gathered evidence to look at demand.

Update: Parish Council agreed to lease a minibus for community use and took delivery in September 2017 on a lease basis but during Covid when the bus was not able to be used for a year it was returned to the lease company. The Staffordshire County Council supported Rural Runabout minibus is available for people to book in the rural area for local journeys. The Loggerheads Voluntary Car Scheme, supported by the Parish Council, operates in the area to take residents who have a medical related appointment but no means of their own to travel to it.

7.8 Sport, Health & Community Facilities: Contact health providers to encourage expansion of services in the area

Rationale: This would help to offer resident's improved health services in the local area.

Evidence: Another key area of concern for residents was local health services; some 58% described services such as chiropody, physiotherapy, and blood test arrangements as inadequate. The main problem is that residents need to travel outside the area for these services, sometimes quite a distance. This was both time consuming and potentially difficult for older people and/or those without their own transport. There was some awareness that Ashley surgery was now doing blood tests, but the overall impression was one of inconvenience in relation to these services. The older age groups were more critical than those under 45 (60% of those 45 – 60 and 59% of those over 60 compared with 52% of the under 45's). Also, those in Tyrley were less likely to regard these services as inadequate, possibly because they obtained more in Market Drayton than in Loggerheads. In addition, there seems a good deal of frustration with local GP services at Ashley Surgery; one in three people regard these as inadequate. Quality does not seem to be in question; the issue is one of capacity. Comments were made about how difficult it was to get an appointment in a reasonable time, how the lists were now closed, and people had to go to doctors in Market Drayton, which some suggested were now also becoming stretched, and how physical access and travel to Ashley surgery could be difficult. These factors lead some people to suggest that what was needed was a health centre situated in

Loggerheads itself, nearer to the main base of population.

Update: The surgery based in Ashley was contacted as was the relevant NHS body seeking to engage them in sharing the proposed community facility in Loggerheads but there has been no interest shown.

7.9 Sport, Health & Community Facilities: Develop projects to improve sports, recreation, and community facilities

Rationale: Sports facilities in Loggerheads Village do not meet the Fields in Trust standard. There are no dedicated community facilities in Loggerheads Village. Any improvements would give residents opportunities within walking distance of their homes.

Evidence: A feasibility study for improving sports and community facilities in Loggerheads Village has been written. Work on accessing grants is underway.

Update: A group of Councillors and residents set up a Community Interest Company in 2018 to pursue grants to build a community centre and provide sports facilities in Loggerheads. The first challenge was the need to show that they had access to land to build a community centre or sports facilities on. The Parish Council entered negotiations with Newcastle-under-Lyme Borough Council and has secured an agreement for a 99-year lease for £1 for land on Market Drayton Road at the end of the site that is owned by the Borough Council and is up for sale. The second challenge was Covid when all granting bodies withdrew offers of grants for new projects and focused funding at keeping existing projects afloat. As soon as this reverts to pre-covid grant giving, the CIC will become active again. During this time the Parish Council also negotiated to extend the lease on the football field at the Burntwood in Loggerheads to allow Loggerheads Football Club to apply for a grant from the Football Association to provide changing facilities at the field. The Parish Council applied for planning permission for 2 containers converted to include showers, toilets and changing facilities for home and away teams and for use by other community groups. This involved the supply of power and water to the containers. The FA also stopped giving grants for new projects, so the Parish Council took the decision to apply for a low interest loan from the Public Works Loan Board. This was successful, so in January 2021 the Parish Council commissioned the installation of 2 containers. The facilities have been used during lockdown by the cubs and scouts so that they could meet up in the open air after a year of using zoom. The Football Club finished the 20/21 season on their improved pitch with proper facilities for the first time in 40 years and are training for the start of the 21/22 season with an FA compliant pitch and changing facilities. At the start of the 22/23 season a youth were added to the players of the Loggerheads FC.

7.10 Economy: Lobby providers to install faster broadband throughout the area

Rationale: Access to Superfast Broadband had the highest level of criticism for service provision in the area, 66% regarding it as inadequate.

Evidence: There was a great deal of comment but all on the same theme, that it was

slow or occasionally “dropped out” or that there simply was no Superfast Broadband. Criticism was least in Ashley (50% inadequate), which perhaps suggests that the on-going works are having some impact.

Update: Broadband speeds in Loggerheads and Ashley have improved with the implementation of superfast but there remain areas that have poor broadband speeds. In the west half of the parish future improvement is possible with Airband Community Internet company focussing on rural areas in Shropshire (which covers part of the parish for this purpose).

7.11 Economy: Lobby providers to encourage improved mobile coverage

Rationale: The final question in the business survey asked whether there was anything that could be provided within the Parish which would help their business to develop over the next ten years.

Evidence: Response was given predominantly by those whose business is currently based within the Parish, either at home or in premises. The overwhelming requirements were for better Broadband speeds (88%) and improved mobile signals (88%).

Update: Mobile phone coverage in the Loggerheads and Ashley area has improved. The surrounding rural area is mixed, depending on the provider of the service.

Appendix 1: Housing permissions and builds started since 2013

Appendix 1 4: Housing permitted & built since 2013 up to 1st August 2023 in the Parish of Loggerheads

Location	No.	Type	Started
Oak Tree barn, Knighton Farm	1	4 bed	1
The Croft, Newcastle Rd, Loggerheads	1	3 bed	1
19A Newcastle Rd, Loggerheads	1	4 bed	1
Rowney Close, Loggerheads	6	6 x 2 bed Affordable	6
The Crofts, Pinewood Road, Ashley	1	4 bed	1
36-38 Kestrel drive	1	3 bed	0
Land adjoining Owl House, Tower Rd, Ashley	1	3 bed	1
Southeast Of Hollycroft Farm Barn At Land Off Lordsley	1	4 bed	1
Rowney Farm conversion granny flat to separate house	1	3 bed	1
Former Fire Station, Church Road, Ashley.	2	4 bed	2
Mucklestone Road	78	58 4/5 bed 20x 3 bed Affordable	78
Silver Birch, Birks Drive, Ashley Heath	1	3 bed	1
Llysfaen, Newcastle Road, Loggerheads	2	3 bed	2
Land Adjacent Halcyon, Tower Road, Ashley	4	4 bed	4
Eccleshall Road, Hookgate	16	12 4/5 bed 4 x 3 bed affordable	22
The Crescent Pinewood Drive	1	3 bed	Plan out of date
Land To The North East Of Birks Drive North West Of Tower Road Ashley	1	4 bed	1
Lee Croft Pinetrees Lane	1	4 bed	1
Land Adjacent To St Georges Pinewood Road Ashley	1	3 bed	1
178 Lower Road Ashley	1	4 bed	1
Hollycroft Farm, Lordsley Lane, Ashley	1	4 bed	1
Braeholme, Pinewood Road, Ashley	2	5 bed	2
Park Hill Cottage, Flash Lane, Hales (replacement)	0		0
Sunnyside, Pinewood Drive, Loggerheads (+ 1 replacement)	1	3 bed	1
Tadgedale quarry (on appeal)	128	32 Affordable 2/3 bed	128
Land Off Eccleshall Road Loggerheads	55	14 2 /3 bed affordable	44
Meadowside, Pinewood Road, Ashley	1	4 bed	Plan out of date
Land at Selbourne, Pinewood Road, Ashley	2	4 bed	2
Loggerheads Hotel	3	4bed	3
Halcyon, Tower Road, Ashley	1	4 bed	1
Land adjacent 14 Tadgedale Avenue, Loggerheads	3	2 bed	

			Plan superceded
The Grange, Brodder Lane, Peatswood	1	4 bed bungalow	1
Land Adjacent 133 Smithy Lane Knighton	1	4 bed	1
Parsons Pools Home Farm Berrisford Road,	1	3 bed	0
The Gables, Gravelly Hill, Ashley	1	4 bed	1
Sunnyside, Pinewood Drive, Loggerheads	1	4 bed	1
Fields Farm, Wharmadine Lane, Ashley	1	3 bed	1
Old Springs Hall, Old Springs,	2	3 bed	2
Selbourne, Pinewood Road, Ashley	1	5 bed	1
Eccleshall Road, Hookgate (increased from 16 to 22)	+6		0
Land adjoining 27 Esselie Avenue, Ashley	1	3 bed	Plan out of date
Land off Doctors Bank Rear of The Steps, Church Road, Ashley	1	4 bed	1
Land at Halcyon, Tower Road, Ashley	1	4bed	1
111 London Road, Knighton	1	4 bed	1
Selbourne, Pinewood Road, Ashley	1	5 bed	1
Land off Birks Drive	1	4 bed	1
Rockwoods, Newcastle Road, Loggerheads	0	replacement	1
The Rowans, Rowan Lane, Ashley Heath	1	5 bed	1
Silver Birch, Birks Drive, Ashley Heath	1	4 bed	1
Green Bungalow & Acorns Bungalow, Newcastle Road, Loggerheads	3	4 bed	3
Winnington Forge Farm, Willoughbridge Lane, Willoughbridge.	1	4 bed	0
Land Off Eccleshall Road Loggerheads	-10		
Shetland Rise, Top Rock Road, Ashley	2	4 bed	0
40 Acres, Mucklestone Wood Lane, Loggerheads	0	Replacement	0
Spindlebank Pinewood Road, Ashley (replacement)	0	4 bed	0
Forge Farm, Forge Lane, Norton-in-Hales (replaced application for +3)	1	4 bed	0
Land off Market Drayton Road	65	Mix 14 affordable	56
Land Opposite Meynell Arms, Church Road, Ashley.	2	3 bed	2
Rowan Lane Ashley	3	2 x 5 1x 4 bed	3
Tadgedale Avenue, Loggerheads	3	2 bed	3
Selbourne, Pinewood,Road	3	3 bed	0
Adjacent to 5 Orchard Close	1	3 bed	1
Land off Birks Drive	1	4 bed	1
Charnes Road	3	4 bed	0
Birks Drive	1	5 bed	0
Land off Market Drayton Road	-9		
Land off School Lane	3	1x3 2x4 bed	3
Molescombe Hose, Charnes Road	1	3 bed	0

Manor Farm	3	3 bed	0
Castle Hill, Winnington	1	I bed granny flat	0
Esselie Avenue	2	2 x 2 bed	0
Congregational Chapel	1	1 x 2 bed	0
Bearstone Stud	4	3x2, 1x3 bed	0
CarWash	12	8x2, 4x1 bed	0
Total	430		396

AGENDA ITEM 7

Report Statement

Report Purpose: To note, consider and approve payments to the value of £3,889.11

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of September 2023.

2. Position

Date	Supplier	Amount (£)
25/09/2023	B. Minshall – Salary	£2,321.00
25/09/2023	G. Cheshire – Salary	£1,112.80
30/09/2023	8x8 – Telephone	£12.00
15/09/2023	BT – Broadband	£100.55
20/09/2023	Carrera UK – Webhosting	£52.00
08/09/2023	FuelGenie+	£198.86
25/09/2023	Huws Gray Buildbase	£9.02
10/09/2023	O2 – Mobile Phones	£32.40
09/09/2023	Pozitive Energy	£50.48
		£3,889.11

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In attendance: Cllrs Beales, Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 11TH SEPTMBER 2023

1. To receive and consider apologies for absence

   There were no apologies for absence.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 14th August 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To consider becoming an affiliate member of the Co-operative Councils Innovation Network at a cost of £250 per year, and to recommend to Full Council

   - Seek clarification over what other Town and Parish Councils are members

   Resolved: To make a recommendation to Full Council that the Parish Council becomes an Affiliate Member of the Co-Operative Councils Innovation Network, with a review following 12 months of membership.

7. To consider matters relating to the budget for the financial year 2024/25

   The meeting considered the latest draft of the budget proposal whereby further clarification was requested in relation to the fuel cost for grounds maintenance, with any information received being circulated to Members as soon as practicable.

8. To consider the following grant applications, and make a recommendation to Full

Council

NONE

9. To consider the following governance documents: -

NONE

10. To consider matters relating to communications

NONE

11. To consider matters relating to Parish Events

a. To consider matters relating to the 80th Anniversary of D-Day in 2024

The previously agreed Task and Finish Group has yet to identify a date and time to meet surrounding plans for a community event to commemorate the occasion.

12. To receive updates in relation to ongoing projects

a. Burntwood Community Area (formerly 'LV1')

It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations has since been concluded, which means that both the lease and sublease can now be progressed.

13. To consider the following Member Items: -

NONE

14. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 9th October 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:28:pm

Signed…….

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In attendance: Cllrs Barber, Beales, Brown, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Sedgley, Swan, Swetman and Tomson.

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   There were no apologies.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 7th August 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   A resident of Loggerheads made a statement in relation to a recently withdrawn planning application at Pheasant Walk and to thank the Parish Council for submitting an objection to the application.

5. To consider matters relating to the budget for the financial year 2024/25

   The meeting continued to discuss the draft budget proposal for the financial year 2024/25, which is now on version 3.

6. To consider the following planning applications: -

   NONE

7. To note that the following planning applications have been considered by NuLBC: -

   Application No: 23/00520/FUL
   Proposal: Application for variation of condition 2 of planning permission 22/00736/FUL to allow the size of the garage at Top Lodge to be extended for ease of manufacture and consistency.
   Location: Old Springs Hall Stoneyford Market Drayton Shropshire TF9 2PE
   Decision: **Permitted**

Noted

8. To receive an update in relation to the Burntwood Community Area

   It remains the case that the Parish Council has yet to take formal occupation; however, those matters are now resolved, and it is anticipated that the final lease is imminent.

9. To receive an update in relation to plans for a Cycle Track inside The Burntwood Forest

   The meeting noted that advice had been received from both Forestry England and Newcastle-under-Lyme concerning the proposal to establish a purpose-made Cycle Track inside The Burntwood Forest. Whilst the two organisations are broadly supportive of the proposal, it is clear this matter requires further examination and consideration to ensure the Parish Council fulfil all obligations as well as other compliances according to legislation.

   One point requiring further clarification is whether signage should be prominently displayed to ensure the safety of everyone using the area whether it be recreational or otherwise.

10. To receive and note the Annual Play Area Inspection Reports

    The Annual Play Area Inspection Reports were not available at the time of the meeting.

11. To consider the following Member Items: -

    NONE

12. To note the date of the next **Planning and Environment Committee** meeting as being held at **7pm, Monday 2nd October 2023** at Loggerheads Community Fire Station

    Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:19pm

Signed…….

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In attendance: Cllrs Beales, Brown, Coulson, Lee, Love, Roberts, Sedgley, Swan, and Swetman

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 4TH SEPTEMBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 5th June 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. **PART TWO**
   It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 6 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

   Resolved: To enter closed session.

6. To consider matters relating to staffing and appraisals

   The meeting noted the one Officer will be undergoing an appraisal process in October 2023. It will then be required that all Officers undergo an appraisal process in March 2024.

7. To note the date of the next **Personnel Committee** meeting as being held **7:30pm on Monday 6th November 2023** at Loggerheads Community Fire Station

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:37pm

Signed…….

AGENDA ITEM 9(i)

Member Item

Report Purpose:	To Consider Response to Rural Collections Cuts
Version Control:	V1
Author(s):	Parish Clerk and Cllr Sedgley

1. Report Summary

The report outlines the need to investigate planned changes to rural collections.

2. Position

Notices have appeared on rural post boxes in the Loggerheads area stating that daily collections will cease after 9am. This will particularly impact the many often elderly residents and particularly those without a car or use of internet. Deliveries are frequently in the afternoon so replies will take at least two days even with first class postage unless they make the 8-mile round trip into Market Drayton or Loggerheads.

3. Financial Impact

The financial impact to the Parish Council will be approximately 10 minutes of officer time and standard 2nd class postage.

4. Conclusions

It is concluded that questions must be asked concerning whether Royal Mail conducted an Equality Impact Assessment under their Public Sector Equality Duty? If so, what the outcomes of that assessment were? And, whether this is consistent with Royal Mail's Universal Service Obligation?

5. Considerations Sought

- To request the Clerk makes enquiries with Royal Mail on behalf of residents