

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
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Our Ref: MD

06 May 2024

To: **All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 13 May 2024** commencing at 7pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

#### **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the parish council has powers or duties which affect the area.

1. **Election of Chair**
2. **Election of Vice-Chair**
3. **Apologies for absence**
4. **Declarations of Interests and Dispensations**
5. **Appointment of Committees, Sub-Committees, Working Groups, etc**

	<b>Current Membership</b>
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart
Elizabeth Avenue Play Area Working Group	Cllrs Appleby, Houston and Peirce and Millie Marsden, Youth Representative
Stretton/Rolleston Parish Councils' Liaison Representatives	Cllrs Appleby and Badcock

## 6. Appointment of representatives on Outside Bodies

Outside Body	Current Representative(s)
RoDSEC	Clr S McManus
Rolleston Almshouse Trust	Clrs Robson and Sanderson
Rolleston United Foundation	Clr Stewart

## 7. Village area allocations

To allocate areas of the village for councillors to monitor against the two contract specifications. The areas are:

Area	Councillor currently covering the area
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane, Beacon Road, Shotwood Close	Simon Appleby
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Billy Storer
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vivien Sharples
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"> <li>▪ Church Road</li> <li>▪ Knowles Hill and Rolleston Road</li> <li>▪ Station Road</li> </ul>	Vivien Sharples Andy Peirce Clare Stewart

## 8. Planning matters

### 8.1 Planning applications

Application No.	Location	Proposal
TPO 462	4 Beacon Road	Proposed TPO for the 2 No. Cedar trees in the front garden of the property
P/2024/00246	6 Blacksmiths Yard Burnside	Replacement of wooden framed windows and doors to UPVC on the rear and right elevations
P/2024/00258	26 Station Road	Erection of a side link extension between main house and detached garage, replace existing 'lean to' front canopy with larger Oak frame pitched roof canopy, convert garage loft space into habitable room including the addition of an external staircase, door, dormer and Velux windows, erection of a detached Oak frame gazebo to the rear garden and the installation of automatic timber gates on brick piers to driveway entrance and removal of one Birch tree (TPO 1)

P/2024/00394	4 Beacon Road	Felling of 1 Willow tree (T1 of TPO 427)
P/2024/00414	Thornley Hollows 2 Church Road	Erection of a pergola located in the rear garden
P/2024/00427	Brantwood Moseley Mews	Felling of 1 Cherry tree, all round reduction to one Beech tree

9. **To consider the Minutes of the meeting held on 08 April 2024 (Enclosure 1)**
10. **Matters arising from the previous meeting**
11. **Councillors' reports**
12. **Internal Audit Report for the year ended 31 March 2024 (Enclosure 2 – To follow)**
13. **Annual Governance and Accountability Return (AGAR) year ended 31 March 2024 (Enclosure 3 – To follow)**
14. **Public Rights period for 2023/24 Annual Governance and Accountability Return (AGAR)**  
The Internal Auditor has asked that the council formally agree the Date of Announcement and the Public Rights period, the dates are:

**Date of Announcement:** 31 May 2024  
**Public Rights period:** 03 June – 12 July 2024 inclusive

15. **Financial matters**
- 15.1 **Schedule of payments as at 06 May 2024**

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Village Fayre Society	S137 Grant Aid (approved at the PC meeting on 08 April)	BACS (pd 09/04/24)	100.00	0.00
O2	Council mobile (April invoice)	DD (Pd 23/04/24)	21.80	3.63
Brierley British Crystal Ltd	Rollestonian of the Year Award 2023	Debit Card (pd 23/04/24)	81.05	13.13
Playdale Playgrounds Ltd	Engineer site visit to discuss surfacing options for the Tafflands slide mound	BACS (pd 23/04/24)	180.00	30.00
M&M Tree and Garden Services	Tree works: The Croft/Almshouses boundary	BACS	2,250.00	0.00
Staffordshire Parish Councils' Assn	Training fee	BACS	90.00	15.00
IONOS Cloud Ltd	RPC Website	DD	8.40	1.40
Hardy Signs Ltd	Signs (The Croft and Jinny Trail)	BACS	214.80	35.80
P Gould	Mowing contract	BACS	1,354.58	0.00
Erasmus Darwin Museum	Jubilee Orchard: Labels	BACS	7.35	0.00
Freeola	Village website	DD	14.76	2.46
Clerk	Salary and expenses	BACS	1,372.96	0.00

J Deacon	Craythorne gate: Lock/unlock £216.00 Environmental contract £1,376.10 Craythorne: Reseed under railings £345.60 Craythorne: Install replacement kissing gate £36.00 Craythorne Woods: Cut-up and clear fallen Pine tree £60.00	BACS	2,033.70	338.95
<b>TOTALS</b>			<b>7,729.40</b>	<b>440.37</b>

**15.2 Bank reconciliation as at 30 April 2024**

		Bank Accounts		Total £
		Treasurer's £	Instant Access £	
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	<b>PLUS</b> Income	48,318.57	2,435.82	50,754.39
	<b>LESS</b> Expenditure	8,498.17	0.00	8,498.17
30 April 2024	Bank Statement	57,666.85	86,171.11	143,837.96

**15.3 Earmarked Reserves as at 30 April 2024**

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 30/04/2024 £
Environmental improvements	8,931.41		8,931.41
Brook Hollows	13,151.72	(625.22)	12,526.50
Play areas	20,000.00		20,000.00
S106 College Fields	745.11		745.11
MUGA (Fees)	8,000.00		8,000.00
<b>Total</b>	<b>50,828.24</b>	<b>(625.22)</b>	<b>50,203.02</b>

**16. Receipts and payments to 30 April 2024 (Enclosure 4)**

**17. S106 Sport England funds (Enclosure 5)**

**18. Flooding (Enclosure 6)**

**19. Council priorities 2024/25 (Enclosure 7)**

**20. Review of policies**

The council is asked to review the following policies (no amendments are required for Enclosures 8A, 8B and 8D):

- Anti-Fraud & Corruption Policy (**Enclosure 8A**)
- Members and Officers Subsistence/Mileage 2024/25 (**Enclosure 8B**)
- Rollestonian of the Year criteria (**Enclosure 8C**)
- Standing Orders (**Enclosure 8D**)

**21. Clean-up day**

To consider arrangements for the Clean-up day.

**22. Correspondence**

**22.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**22.2 Communications Log**

The Communications Log have been regularly circulated to all councillors.

**22.3 Memorial plaque request (Enclosure 9)**

**22.4 Rolleston Village Fayre Society**

The Society is seeking advice on how they might gain the Parish Council's permission to have a gazebo on The Croft on August Bank Holiday Monday. Their understanding is that to satisfy the Public Liability requirements the gazebo could officially be operated by the Parish Council. They envisage the unit being a central information point for the Fayre, its layout and timings, but also for other materials the council or village organisations would like to display.

The idea of using The Croft in this way is to link their venues across the village and to acquaint visitors with other groups which could be of interest to them.

**23. Exclusion of Press and Public**

**Chair to move:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information

**24. Quotations (Enclosure 10)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 08 April 2024 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Peirce, Robson, Sanderson and Sharples

**In attendance**

ESBC Councillors Lock and Smedley

Five members of the public

M Marsden, Youth Representative

Mary Danby, Clerk

**Public Forum**

**Craythorne Road**

- Craythorne Road residents addressed the Parish Council and asked if the informal meeting with Stretton Parish Council representatives had been arranged. They were advised that Councillors Appleby and Badcock had met with Councillors Bullock and Pritchard and they had discussed the Jinny Trail, the bungalows development, highway issues, the annual 10K Road Race and agreed to meet twice a year – unless a major issues crops up that would warrant another meeting - to discuss items of common interest. Updates would be provided to the Parish Council and included in Minutes going forward.
- One of the residents said that she was going to present a petition to Councillor Peters at the Stretton Parish Council meeting regarding HGV traffic on Craythorne Road.
- The residents mentioned the flytipping that had appeared on the Craythorne Golf site. They were advised that ESBC were aware of the flytipping and as it is on private property they have been in contact with the landowner and asked that it be removed.
- The residents asked if there would be any more development on the travellers site. They were advised that the Parish Council was not aware of any.

**177. Apologies for absence**

Councillor Storer and E Fenn Youth Representative

**178. Declarations of Interest and Dispensations**

None declared.

**179. Planning matters**

**179.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2024/00210	10 Croft Close	Erection of a two storey rear extension
Comment: Should the windows in the proposed rear extension be frosted or opaque as they will be overlooking Alderbrook House, Station Road?		
P/2024/00236	Land off Craythorne Road	Application made under S73 to amend P/2022/00832 for the erection of a bungalow and garage, to vary Condition 2 to amend the boundary treatment

No objection provided the proposed fence is erected on the inside of the existing hedge and sufficient space is retained between the fence and the hedge to enable hedge maintenance to be undertaken when necessary.		
P/2024/00237	Land off Craythorne Road	Application made under S73 to amend P/2020/00614 Reserved Matters for the erection of 21 detached retirement living bungalows, a detached building to form Community facility on the ground floor with 2 first floor 1 bed maisonettes, to vary Condition 1 to amend the boundary treatment
No objection provided the proposed fence is erected on the inside of the existing hedge and sufficient space is retained between the fence and the hedge to enable hedge maintenance to be undertaken when necessary.		
P/2024/00267	19 Station Road	Reduce crown of 1 Beech tree (T1) by 203 metres, reduce crown of Holly tree (T2) by 1-2 metres, remove deadwood and reduce by 1-2 metres to 1 Hawthorn tree (T3)
No objection		
P/2024/00286	Home Farm Church Road	Fell to ground level one Conifer tree (T1)
No objection		
P/2024/00287	The Old Orchard Church Road	Fell to ground level one Conifer tree (T1)
No objection		
P/2024/00297	15 Shotwood Close	Partial garage conversion to facilitate the erection of a part single and first floor rear extension
No objection		
P/2024/00303	1 Walford Road	Demolition of existing flat roof garage/utility room to facilitate the erection of a single storey side extension
No objection		
P/2024/00317	3 Oak Trees Close	Erection of a single storey side and rear Orangery
No objection		
P/2024/00324	4 Church Road	Reduced back to original points of cutting by up to 1.5m to consolidate crowns of two Apple trees (T1 and T2), reduce top and sides by up to 3m to consolidate crowns of two Atlas Cedar trees (T3 and T4)
No objection		

**180. Minutes**

**Resolved** That the Minutes of the meeting held on 11 March 2024 be approved and signed as a true record.

**181. Matters arising**

**Minute No. 165 (re Minute No. 155 Flooding)**

It was noted that the MP's letter had now been sent to the majority of residents and that a public meeting would be held (date, time and venue to be confirmed).

Councillor S McManus asked that information from the EA be provided to him for uploading to the website.

**Minute No. 166.9 Estate Agent board**

Councillor Stewart asked Councillors if they wished to continue with notifying Estate Agents when there boards are not erected in the correct locations as set out in The Town and Country Planning (Control of Advertisements) Regulations 2007. **Agreed** that the Parish Council should continue to do this.

**182. Councillors' reports**

182.1 ESBC Councillor Smedley said that she had had an enjoyable walk around Brook Hollows. She also advised that ESBC was looking to introduce a brown bin fee from October – full details had yet to be announced.

182.2 ESBC Councillor Lock noted that the work to replace the footbridge at Brook Hollows had commenced, he also said that the structural survey report had still not been received by ESBC.

182.3 Councillor Sanderson reported that horses were being ridden on pavements in the village. Councillor Stewart advised that ESBC had been contacted regarding the grass verges on the Station Road-Meadow View jitties being churned up by horses being ridden along them. Councillors noted that the Highway Code (Rule 54) states that horses should not be ridden on footpaths, pavements or cycleways. **Agreed** that ESBC and SCC be contacted to confirm what, if any, rules they have in place prohibiting horses from being ridden on pavements.

182.4 Councillor Robson reported that a lot of work had been achieved at the recent Jubilee Orchard Working Party and confirmed that they would next meet on 11 May.

182.5 Councillor E McManus asked if a poster confirming the dates of the fishing closed season should be displayed on all noticeboards. **Agreed** that the poster only be displayed on the Starbucks noticeboard and that it also be forwarded to the Friends of Brook Hollows for display on the Brook Hollows noticeboard.

182.6 Councillor Appleby referred to P/2021/00323 and asked if ESBC's Planning Enforcement Officer could be asked how long an applicant has in which to submit a planning application following a stop order on works on the site (e.g. the type of fencing installed being outside the planning conditions). **Agreed** that the Planning Enforcement Officer be requested to provide an update regarding this application.

182.7 Councillor Houston reported that there was a rotten post near to the Almshouses. **Agreed** that the Council's contractor be asked to investigate this issue.

182.8 Councillor Sharples reported that:



- She had recently visited the Meadow View play area and she had spoken with another person who asked if it would be possible to install one or two benches inside the play area. **Agreed** that this request be added to the council’s Priorities list for future consideration.
- Asked if would be possible to fit a “hook” latch onto the Meadow View play area gate. **Agreed** that Playdale be asked to quote to supply and fix this type of latch to the gate.
- Asked if it would be possible to improve the muddy area to the Meadow View play area from Meadow View. **Agreed** that this request be added to the council’s Priorities list for future consideration.

182.9 Councillor Badcock reported that the south side path at Brook Hollows had been washed away twice and that the Donor’s funds will be used to repair the path. A site meeting was due to be held with ESBC Officers to discuss this issue.

182.10 Millie Marsden, Youth Representative reported that the Fun Run was going ahead and that details regarding stewarding, risk assessments, etc were to be discussed with the Civic Trust in the near future.

182.11 Councillor Stewart reported that:

- A resident had offered three young trees (an ornamental Cherry, Oak and Horse Chestnut) and asked if the Parish Council could take these for planting. It was agreed that the Cherry might be suitable for either the Platinum Orchard or the Shotwood Close Open Space and that the Friends of Brook Hollows may be interested in taking the other two trees.
- The Rollestonian insert deadline was 14 April and she would be circulating the draft to all Councillors prior to submitting it to the Civic Trust.
- The owner of The Lodge, Hall Grounds had written to the Parish Council, she had sent a carefully written and informative letter in response to the council (Minute No. 119 refers).

### 183. Financial matters

#### 183.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Scouts	S137 Grant Aid (defibrillator cabinet) (approved at March PC meeting)	BACS (pd 12/03/24)	600.00	0.00
P Gould	Additional mowing of highways verges (requested by SCC)	BACS (pd 12/03/24)	300.00	0.00
H.S. Jackson & Son (Fencing) Ltd	Mobility kissing gate kit (replacement for Craythorne)	BACS (pd 14/03/24)	526.80	87.80
Rolleston Civic Trust	Rollestonian inserts 2023/24	BACS (pd 18/03/24)	533.16	0.00
Rolleston Scouts	Rollestonbury Tickets (Part of the Rollestonian of the Year 2023 Award)	DC (pd 22/03/24)	32.50	0.00
P Gould	Mowing contract	BACS	1,354.62	0.00
SLCC	Membership subscription (pro rata)	BACS	178.56	0.00
Viking Direct	Postage stamps and stationery	BACS	319.71	15.16
Clerk	Salary and expenses	BACS	1,371.16	0.00
IONOS Cloud Ltd	RPC website	DD	8.40	1.40

J Deacon	Craythorne car park lock/unlock (March): £186.00 Environmental Contract (March): £1200.49 Remove wooden planter (Jinny Inn): £132.00 Remove brush wood, Craythorne Woods: £168.00 Repair path, Jinny Trail: £252.00 Emergency step repair, Jinny Trail: £72.00 Remove brush wood, Jubilee Orchard: £84.00	BACS	2,094.49	349.08
Rialtas Business Solutions Ltd	Accounts software support and maintenance 2024/25	BACS	230.40	38.40
ESBC	Bin emptying 1 <sup>st</sup> qtr 2024/25	BACS	1,499.76	249.96
Ornamental Trees Ltd	2 No. trees and planting kits for Brook Hollows (Donor funds)	DC (pd 04/04/24)	680.00	113.34
Tudor Environmental	2 No. tree guards for Brook Hollows (Donor funds)	DC (pd 04/04/24)	70.27	11.71
Sounds Wholesale Ltd	A4 Copy paper	DC (pd 04/04/24)	49.38	8.24
Amazon	C4 envelopes	DC (pd 04/04/24)	21.47	3.58
Sounds Wholesale Ltd	A3 Copy paper	DC (pd 05/04/24)	13.96	2.33
Ricoh UK Ltd	Photocopier: Qtrly Rental - £113.41 Copy charges - £109.73	BACS	223.14	37.19
<b>TOTAL</b>			<b>10,107.78</b>	<b>918.19</b>

**Resolved** That the above payments be approved.

### 183.2 Bank reconciliation as at 31 March 2024

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	<b>PLUS</b> Income	146,796.66	25,856.64	172,653.30
	<b>LESS</b> Expenditure	(197,207.44)	(29,254.33)	(226,461.77)
31 March 2024	Bank Statement	28,914.87	83,642.94	112,557.81

### 183.3 Earmarked Reserves

**Resolved** That the council's Earmarked Reserves (EMRs) at 31 March 2024 were:

	<b>Opening funds 01/04/2023 £</b>	<b>Closing funds 31/03/2024 £</b>
Environmental improvements	2,360.39	8,931.41
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	20,000.00
S106 College Fields	44,507.57	745.11
MUGA (fees)	0.00	8,000
<b>Total</b>	<b>109,272.38</b>	<b>50,828.24</b>

**184. Receipts and Payments to 31 March 2024**

**Resolved** That the report be noted.

**185. Sport England funds: Update**

Councillor Stewart reported that contact details had been provided to the Planning Consultants and further information would be provided to them in the near future.

**186. Flooding**

Councillor Badcock reported that he had been gently nudging the EA to dredge the Brook between the former Brookhouse Hotel and the River Dove but the EA were adamant that this would not make any difference.

**187. Proposed Grant Aid Scheme**

Following a robust discussion on the proposed Grant Aid Scheme the Chair asked for a vote on whether a Grant Aid Scheme was necessary:

<b>For</b>	<b>2</b>
<b>Against</b>	<b>8</b>

The proposal therefore failed and would not be progressed further.

**188. Updated Projects Listing 2024/25**

**Agreed:**

- Meeting with Playdale be arranged to discuss the slide mound.
- Tafflands – trees: Councillor Stewart would arrange to meet with tree surgeons.
- Elizabeth Avenue goal posts: The Contractor be requested to quote to relocate the goal posts.
- Elizabeth Avenue: A Working Party be established to look at replacing some of the play equipment, including consulting with the JoRPS pupils on what they would like to be provided. Also to consider whether the basketball post should be retained. Working party to be comprised of Councillors Appleby, Houston, Peirce and Millie Marsden, Youth Representative.
- Contractor to be asked to quote to remove the Knowles Hill timber bus shelter.

**189. Correspondence**

**189.1 Staffordshire Parish Councils Association**

The weekly Bulletins had been circulated to all councillors.

**189.2 Communications Log**

The Communications Log had been regularly circulated to all councillors.

**189.3 Walkway along Dove**

The Parish Council considered correspondence informing it that a landowner had closed a permissive footpath along the River Dove which had been used by members of the public for many years. The council was asked to consider a local approach to the landowner to see the path reopened to public use or contributing to a fund to legally challenge the landowner.

After a robust discussion it was **resolved** that the council would not take any action in this matter. Councillors said they would be interested to know how the project develops and asked to be kept informed of progress.

**189.4 Rolleston Village Fayre**

**Resolved** That a donation of £100 be agreed towards the 2024 Village Fayre.

**190. Exclusion of press and Public**

**Resolved:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**191. Quotations**

**191.1 Jinny Trail**

**Resolved That:**

- a) John Deacon's quotation in the sum of £30.00 plus VAT be accepted to erect sign on gate midway down the Jinny Trail
- b) Hardy Signs quotation to supply the above sign in the sum of £50.00 plus VAT be accepted.

**191.2 The Croft: Dog signs**

**Resolved** That Hardy Signs quotation in the sum of £129.00 plus VAT to supply 2 No. signs be accepted.

**192. Rolleston FC: Lease at Craythorne Playing Field (Draft)**

**Resolved** That the draft Lease be approved subject to the site address being corrected to read "Rolleston" and that the notice periods stated within the Lease be amended to three months instead of one month.

The meeting closed at 9pm

Signed .....

Date .....

**Rolleston on Dove Parish Council**  
**Receipts and payments to 30 April 2024**

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 30/04/2024 £
<b>100</b>	<b>Income</b>				
1076	Precept	90,331	93,041		46,521
1090	Interest Received	975	750		86
1100	Grants & Donations Received	17,160	-		
1110	Council Tax Support Grant	1,665	1,665		833
1200	Garden rents	125	125		125
1220	Allotment rents	20	20		20
1250	Football pitch fees	420	50		
1270	SCC: Annual grass cutting	4,465	3,848		641
1280	Insurance claim settlement	1,154	-		
1999	Other income	2,522	-		180
	<b>Income</b>	<b>118,836</b>	<b>99,499</b>		<b>48,405</b>

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 30/04/2024 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	19,656	20,000		1,310
4020	Employer's National Insurance	1,457	1,500		
4030	Payroll Services	95	125		
4050	Use of Home as Office	178	178		15
4100	Insurance	1,206	1,300		
4110	Audit Fees	584	600		
4120	Photocopier: Rental/Maint.	378	378		95
4121	Photocopier: Copy charges	320	400		155
4125	Stationery	270	275		71
4127	Village Directory	187	200		
4130	Postage	416	500		244
4140	Council mobile	208	237		18
4150	Subscriptions	637	650		179
4160	Training	93	500		
4180	Room hire	220	240		
4190	Mileage expenses	213	200		46
4195	Parking fees	3	10		
4200	Play areas	1,640	6,000		150
4205	Craythorne barrier: Lock/unlock	1,830	2,196		155
4210	RPC website	134	181		7
4211	Village website	57	60		
4220	IT / Software	352	400		192
4230	S137 Expenditure	800	100		100
4240	Mowing contract	16,236	16,255		1,355
4250	Bin emptying	4,591	4,999		1,250
4260	Trees	2,416	4,000		
4265	Plants for planters	844	900		
4270	Environmental contract	12,090	13,761		1,000
4275	General R&M and Out of Scope works on RPC land	5,053	5,562		590
4280	Bus shelter	15,982	-		
4285	Flooding	-	2,000		
4300	Projects	4,738	5,000		
4310	Professional fees	-	5,000		
4320	Capital expenditure	-	800		
4330	Other administration	1,340	2,000		68
4999	Contingency	3,626	5,000		
	<b>Expenditure</b>	<b>97,847</b>	<b>101,507</b>		<b>6,998</b>
	<b>TOTAL EXPENDITURE</b>	<b>97,847</b>	<b>101,507</b>		<b>6,998</b>
	<b>TOTAL INCOME</b>	<b>118,836</b>	<b>99,499</b>		<b>48,405</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>20,989</b>	<b>2,008</b>		<b>41,407</b>

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2024 £	Funds as at 30/04/2024 £
320	Environmental improvements	8,931.41	8,931.41
322	Brook Hollows	13,151.72	12,526.50
325	Play Areas	20,000.00	20,000.00
327	S106 College Fields	745.11	745.11
328	MUGA (fees)	8,000	8,000
	<b>TOTAL</b>	<b>42,828.24</b>	<b>50,203.02</b>

Donor funds

**Funds statement as at 30 April 2024**

Total funds held in bank accounts	£ 143,837.96
<b>LESS Earmarked Reserves</b>	<b>-£ 50,203.02</b>
General Reserves	£ 93,634.94

**Rolleston on Dove Parish Council**

**13 May 2025**

**Agenda item no. 17**  
**S106 Sport England funds**

Q+A Planning (Planning Consultants) have provided an update and asked the following queries with regard to the proposed MUGA:

We confirm that we have spoken to both Barbara Toy and Dan Langford at ESBC. Both were very helpful and concurred with all the comments / advice you have already provided. Dan advised that the latest playing pitch strategy still places emphasis on the need for winter football training facilities and that there is a need for good quality tennis courts. Both of which the proposed development would address. In terms of identifying a demand for the pitches, Dan agreed that we should approach the primary school, football club but also after school / holiday club providers who may wish to use the facilities. We will ask all to provide letters of support for the proposed development.

Corstorphine and Wright have started work on the plan preparation. An initial draft layout is attached which shows how the MUGA (38m x 18m) can be comfortably accommodated without impacting on the existing pitches. **(Advised that there are five pitches on the site, not three as shown in the draft documentation – information referring to five pitches and a plan have been provided showing the position of the five pitches on the site and they are reviewing the scope to accommodate all the pitches.)**

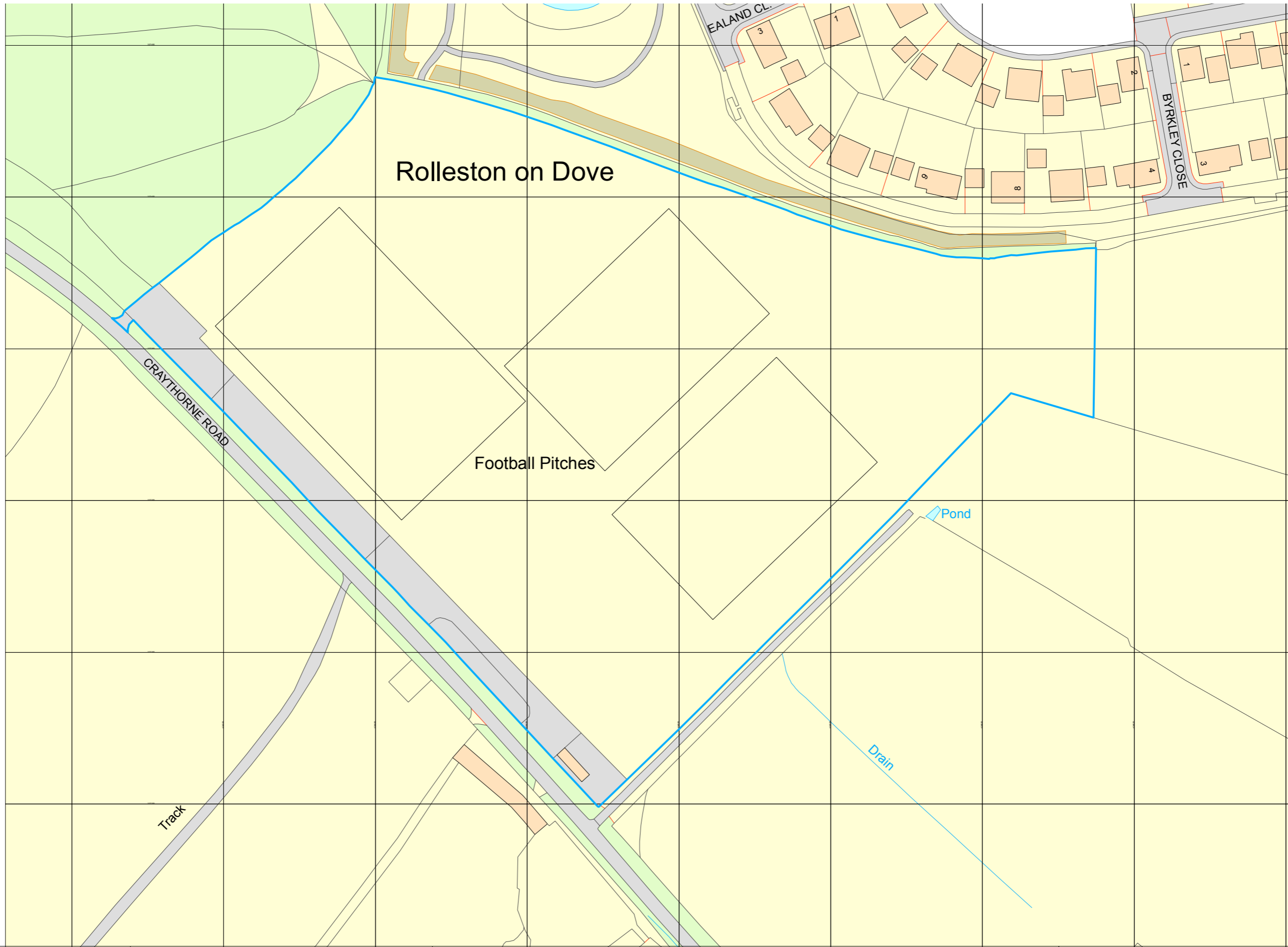
Corstorphine and Wright have asked a few questions on the proposed layout which Q+A ask for assistance from the council before they finalise the plan to circulate for comment:

1. Can you confirm the extent of the land in the PC's ownership (see the attached plan – land edged in blue). The intention is that only the proposed MUGA and access to it will be included within the application site itself and defined in red, whilst the remainder of the land will be edged blue which represents additional land within the PC's ownership. This will minimise the application fee costs. **(Confirmation given that the Parish Council owns all the field and car park shown edged in blue.)**
2. Have you envisaged whether the pitch would have recessed goals (see attached image)? We do not think that the previous proposal made such provision and from my experience these are not routinely included. It may be this is an additional cost which is not necessary and could potentially compromise the other sports. We nonetheless thought we should check with you.
3. What finish to the court had you allowed for in the costings (these range from 1-9 but usually types 1- 3/4 are implemented for school facilities). The difficulty is when prioritising for one sport it becomes less ideal for others. Cost too will be a factor.
  - **Type 1 - Open textured porous macadam areas (possibly painted)**  
Normally used for ball rebound sports where tennis is the priority and sports such as mini-tennis and basketball and netball are secondary users.
  - **Type 2 – High grip open textured porous macadam areas (possibly painted)**  
Designed for ball rebound sports where netball is the priority and sports such as tennis, mini-tennis, and basketball are secondary users.
  - **Type 3 – High grip finish polymeric surface**  
Designed for ball rebound sports where netball is the priority. Sports such as tennis, mini-tennis, and basketball are secondary.

- **Type 4 – Polymeric surfaces**

Used for football, basketball and general sports and recreational training and play. Due to their greater shock absorbency and lower surface friction these areas are not recommended for basketball or netball.

4. Do you have a particular preference as to the precise location of the proposed MUGA? It would seem appropriate that the pitch be kept away from the boundary trees and some distance from the access road to avoid ball / car conflict. We will also show an access path from the access road into the MUGA.
5. The O/S plan shows an existing building already on site – is this a former container? We have attached the approved plan for the new containers which we will include on our plan for completeness. **(Advised that the existing structure was the original portacabin which has been removed from the site.)**
6. Would the Parish Council like a footpath all the way around the MUGA or simply just to connect the gate to the existing road?



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NORTH

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Rev	Description	Date	Drawn	Chk.

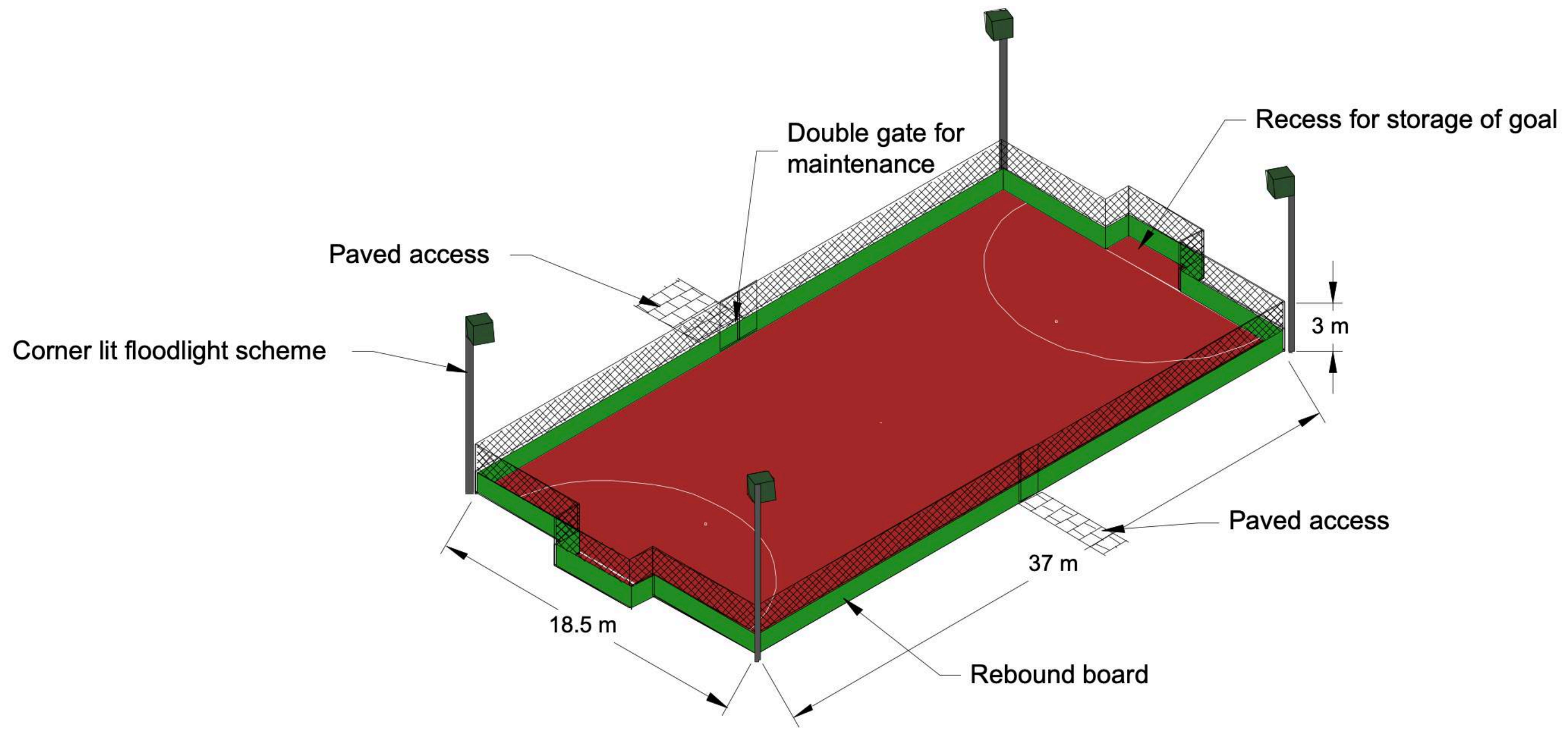
Client  
Q+A Planning  
Project  
Craythorne Playing Fields  
Proposed MUGA  
Drawing Title  
Site Location Plan  
Drawing Status  
PLANNING

**Corstorphine & Wright**

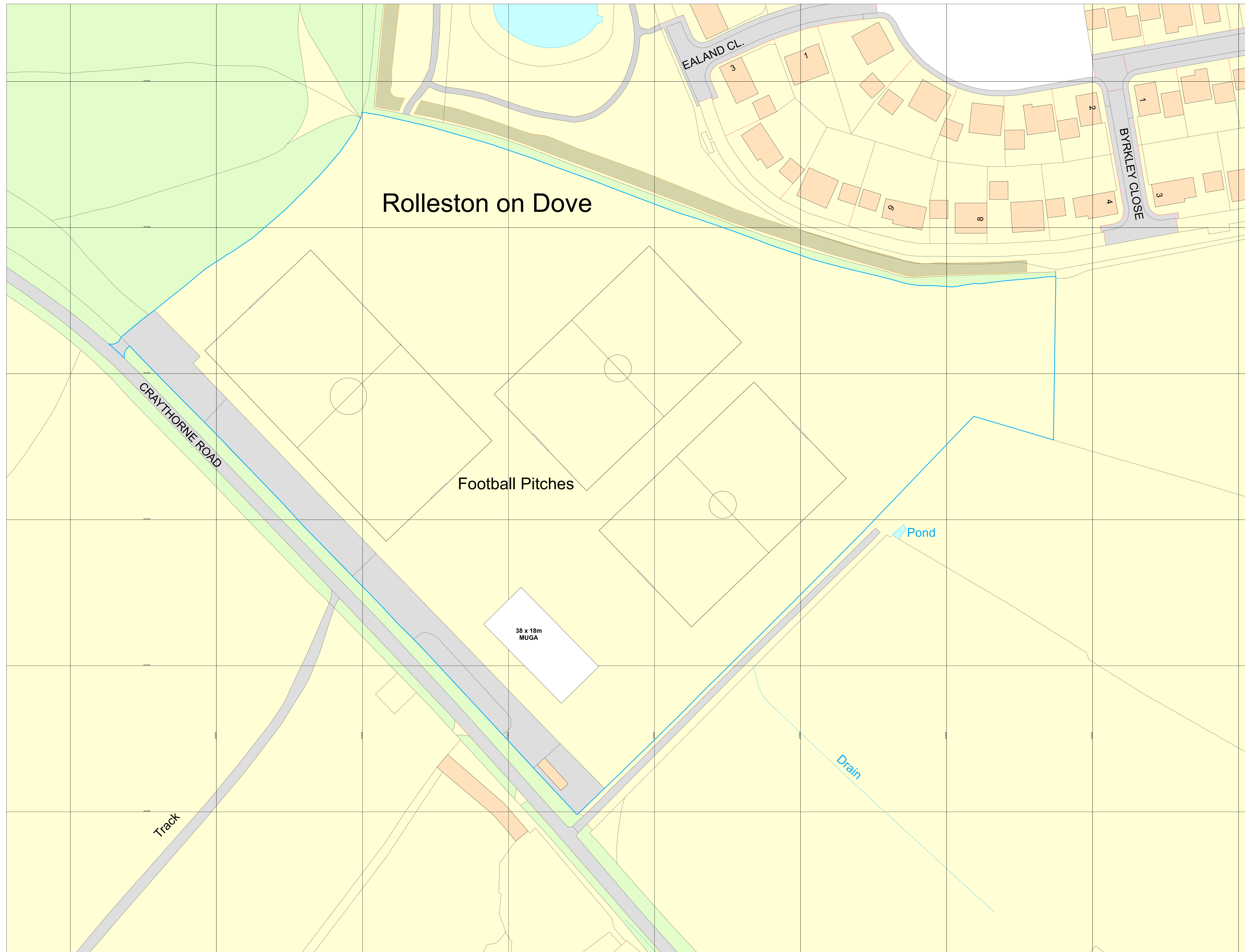
Manchester Studio  
Tribeca House 21-27 Dale Street Manchester M1 1EY  
0161 272 8100  
corstorphine-wright.com

Drawing No. 24390: P001				Revision P-00
Drawn RE	Checked PKR	Paper Size A3	Scale 1:1250	Date 18.04.24





**Typical Type 4 or 5 MUGA layout with line markings for five-a-side football.**

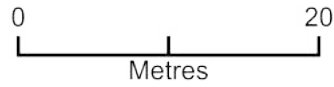
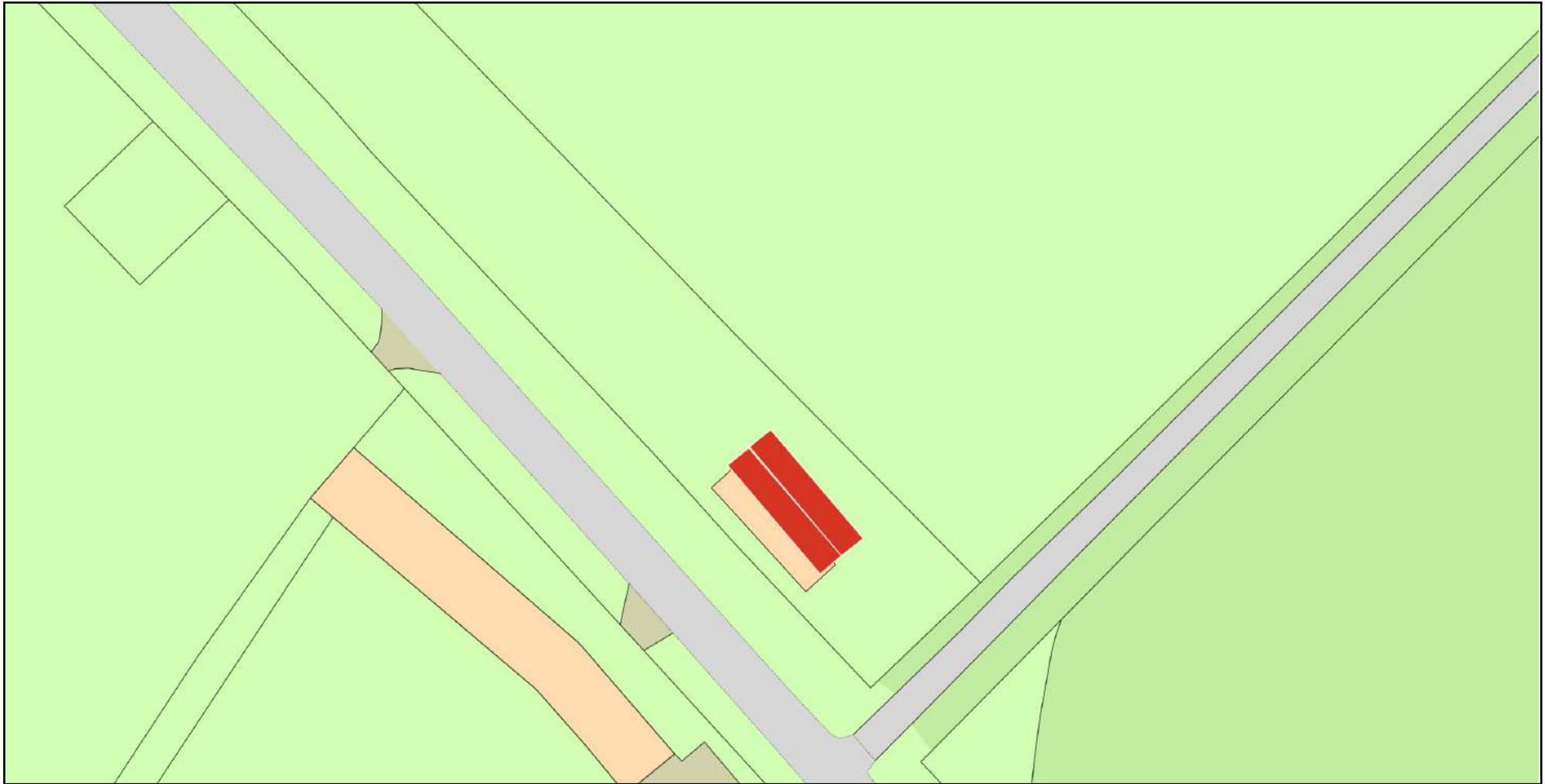


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 <p>NORTH</p>					Client Q+A Planning	<b>Corstorphine &amp; Wright</b> <small>Manchester Studio          Tibeca House 21-27 Dale Street Manchester M1 1EY          0161 272 8100          corstorphine-wright.com</small>
					Project Craythorne Playing Fields Proposed MUGA	
<small>The copyright of this drawing is vested with Corstorphine &amp; Wright Ltd and must not be copied or reproduced without the consent of the company.</small>		Rev   Description	Date	Drawn   Clk.	Drawing Status PLANNING	Drawn   Checked   Paper Size   Scale   Date RE   PKR   A0   1:500   23.04.24

# Block Plan

P/2023/01381  
Received 15/12/2023



Plan Produced for: Rolleston Football Club

Date Produced: 14 Nov 2023

Plan Reference Number: TQRQM23318091618908

Scale: 1:500 @ A4

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**Rolleston on Dove Parish Council  
13 May 2024**

**Agenda item no. 18  
Flooding**

**Update for Rolleston Parish Council on flooding matters – 26 April 2024**

**The following has been provided by Dave Hughes, Advisor Partnership and Strategic Overview Team, EA West Midlands Area**

I continue to liaise with the owner of the Brookside Hotel to see if any works can be carried out on their site to improve the flooding situation at Brookside.

With regard to the erosion of the river banks at the end of Brookside. We talked to Asset Performance about this and they do not feel that the stone toe protection at the bottom of the banks is a defence that they are responsible for. They suggest that the stone is there primarily to prevent erosion and that is to protect the highway. We have therefore raised the issue with Staffordshire County Council Highways Department as to whether we can get this erosion repaired. We will keep you informed of progress.

A damaged flood depth gauge was reported at The Almshouses on Burnside. A replacement gauge has now been put in place. Asset performance informed me they will be carrying out spraying of the vegetation this year just upstream of the Spread Eagle bridge to clear obstructions to the arch closest to the pub.

Staffordshire County Council have recently in the past offered property level protection to a number of houses that flood from surface water and land drainage sources on Craythorne Road, Beacon Road, Church Lane, School Lane and Station Road. Unfortunately, some residents missed the deadlines to take part in that in that scheme, so we will look at including those works as part of the overall EA Flood Alleviation Scheme for the village.

The parish also asked about flood incidents at South Hill and at the Junction of School Lane and Station Road. I explained that these floods are generally connected with Surface Water, Land Drainage and Highway Drainage problems and these should be dealt with in the first instance by Staffordshire County Council in their role as the Lead local Flood Authority.

The next stage of modelling for the Rolleston Brook is to get Arup Consultancy to carry out the Option Appraisal process for different kinds of interventions both in and outside of the village. This report will also make economic appraisals of these interventions and look at the viabilities of these. This is an important stage as this process identifies funding requirements. They are currently looking to get back to us on the 15<sup>th</sup> May with detailed price and programme for this important stage of the work.

This represents a delay on the programme that we had previously put forward. This is an unfortunate result of the very large increase in workload for all of our external consultants and across the entire organisation. However, we are very pleased to have retained this work within the current programme despite the large number of competing priorities across the Midlands. To put this in context, it was recently confirmed that this has been the wettest 18 months on record since the 1840's.

If you have any questions, please contact [david.hughes@environment-agency.gov.uk](mailto:david.hughes@environment-agency.gov.uk).

**Rolleston on Dove Parish Council  
Priorities 2024/25**

Ref	Project - Brief description	Project Status	Remaining or Next Actions and Funding/Resource required	Completed Actions
3	Renew / refurbish existing play equipment at Meadow View play area - incorporation of accessible and younger children's play equipment, benches, drainage, repair and repaint existing equipment	In Progress	Awaiting suitable time of year for Contractor to do final drain works near entrance from Forest School street path	Successful application agreed with ESBC for remaining \$106 funds to be used for repairs to existing equipment and railings, painting of railings, extra bench and installation of a drain to improve the very muddy area leading done to the play area from Tafflands. Monies released by ESBC ,
19	\$106 Sports England monies (grant condition to build changing rooms at Craythorne Field) progression of variation to install MUGA sought	In Progress	Consultants have been contacted and provided with relevant contacts details for ESBC, RFC, schools etc and background history information ESBC have been updated via email of our progress in actioning this	PC meeting March 24 approved quotes for planning consultants/architects to write statement/application Proposal agreed with ESBC who were fully supportive of the request for variation of condition to be used for a MUGA/suitable accessible paths
17	Station Cattle dock wall on Jinny Trail requires repair to prevent it falling down	In Progress	Aiming to commence project subject to builder availability in May/June 24 and monies being paid into RHSG bank account	Successful application for grant from ESBC WEP - full monies awarded
7	Clean brook and banks on Burnside and deal with Willows - plant succession trees for ageing Willow trees??	In Progress	Further work needed on the banks to clear debris, Ivy and saplings - PC meeting April 24 agreed to review this further and identify what is required	Owners of Spread Eagle chased again about planning application to pollard the large Willow by the Spread Eagle bridge and the other very tall trees on their banks
22	Resurface top of slide mound on Tafflands replacing the current play bark	In Progress	PC meeting April 24 approved obtaining further quotation to resurface the whole top of the mound (and maybe the path leading to it) rather than half of it - arrange to meet Playdale in April/May 2024	Issues with play bark being thrown about by users of the equipment means constant checking is required. Play bark is not now recommended for areas such as this Initial quotation discussed covering half of it but the PC and the PC Contractor feel that it should be all of it to remove issues with blending the surface in
1	Tafflands woodland and paths - Maintenance and management of trees and paths, planting of native flora e.g. Bluebells, installation of bird boxes	In Progress	PC meeting April 24 agreed to walk Tafflands with tree surgeons for quotation purposes to then consider to remove any dead, dying or diseased trees and branches - it has been circa 4 years since this was done last time Consider further stoning of various paths and putting in some drains under paths as suggested by Contractor to help with flooding	
21	Replace / repair aging wooden steps and handrails on both sides of the Jinny Trail	In Progress	PC meeting April 24 agreed to obtain quotation from JDeacon to look at both sets of steps for report (emergency repair to steps are expensive and are going to continue to happen given the age of these)	These are now falling into worse disrepair as the edge pieces of the steps are now rotting - really needs a full assessment and consideration of these Ongoing immediate works have been done to replace various treads, supports and rails as required
11	Aging bus shelter on Knowles Hill	In Progress	PC Meeting April 24 agreed to ask JDeacon for a quote to demolish it given the state of disrepair. Consideration to be given then to whether to try to replace if there is a need for it - NB the PC is not under any legal obligation to replace it	Roof felt is completely falling off now and it is in a very sorry state PC Nov 23 meeting agreed that it will be reviewed fully in March 2024 to discuss whether to demolish completely for now PC agreed for JDeacon to inspect periodically and monitor
24	Complete review of Elizabeth Avenue Play are equipment to be conducted	In Progress	PC meeting April 24 agreed to set up a Working Party to review the play areas, current equipment and what might be relace/removed, etc to bring proposals back to PC. Contact to be made with JoR school and parents/ school views sought	
23	Provision of additional bench seating at Meadow View Play area inside the play area if possible	Open	PC meeting April 24 agreed to consider possibility of additional seating if possible within the play area near the toddler equipment	
16	Provide stoned paths from end of tarmac path from Forest School Street play area to Meadow View play area for ease of access and from Meadow View pavement	On Hold	Consider extending the stone from the end of the current path as a wider apron rather than doing a whole path after the drain has been installed	Awaiting drain installation by JDeacon when weather permits - Part of remaining \$106 funds to be used to install a drain first (see project 3)
9	Repaint and repair white railings and posts on Burnside, Brookside and leading to the Lawns	On Hold	Start to arrange working parties to do this in sections - need risk assessment and high vis jackets plus advice on best paint to use	

**ROLLESTON ON DOVE PARISH COUNCIL  
ANTI-FRAUD AND CORRUPTION POLICY**

**1. Statement of Intent**

- 1.1 In carrying out its functions and responsibilities Rolleston on Dove Parish Council (“RPC”) will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office or employment with RPC. The principles contained in the Order are detailed in Appendix A.

Consequently, RPC recognises and accepts the need for an Anti-Fraud and Corruption Policy.

RPC will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside RPC.

- 1.2 Fraud and corruption are defined as follows:

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs. The policy is presented in six areas as follows:

Section 2: Culture

Section 3: Prevention

Section 4: Deterrence

Section 5: Detection and Investigation

Section 6: Awareness and Training

**2. Culture**

- 2.1 RPC promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

- 2.2 RPC will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud RPC or who are corrupt or who instigate financial

malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter.

- 23 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

### **3. Prevention**

#### **3.1 Role of Elected Members**

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect RPC from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, RPC's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the Borough Council's Monitoring Officer.

#### **3.2 Role of Officers and Employees**

##### **3.2.1 Officers**

Officers are responsible for the communication and implementation of this Policy in their respective work areas. They are also responsible for ensuring that employees are aware of RPC's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Officers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated to the Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

RPC recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. RPC has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition, where appropriate, the relevant DBS checks will be undertaken for employees who will be required to work with children or vulnerable people.

##### **3.2.2 Employees**

The work of employees is governed by RPC's Standing Orders and Financial Regulations and other relevant policies, i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their line manager particularly with regard to the safekeeping of RPC's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace. Concerns must be raised through use of RPC's Whistle Blowing Policy.

**33 Conflicts of Interest**

Elected Members must act as laid down in the Code of Conduct and employees must act in accordance with parish policies to ensure that they avoid situations where there is a potential for a conflict of interests. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

**34 Role of Internal Audit**

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of RPC's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent RPC from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

**35 Role of External Audit**

The external auditor has a responsibility to review RPC's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests are reported each year in the Annual Return which is presented to elected Members for approval at Council.

**4. Deterrence**

4.1 Fraud, corruption and theft are considered to be serious offences against RPC and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly, any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against RPC or have otherwise acted illegally.

4.3 RPC will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so



RPC will seek to recover such loss and will give consideration to publicising the fact.

- 45 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of RPC's commitment to taking appropriate action on fraud and corruption when it occurs.

**5. Detection and Investigation**

- 5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

- 5.2 In addition, it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and RPC's Whistle Blowing procedure has been designed specifically to address this matter.

- 5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

- 5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

- 55 Investigations will normally be conducted by the Clerk and reported to the Chairman who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to RPC's external auditor.

- 56 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

- 57 Where necessary, following the investigation, RPC's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

**6. Awareness and Training**

- 6.3 RPC recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

- 6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of RPC's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

**7. Conclusion**

RPC has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. RPC is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding

fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that RPC's exposure to potential fraud and corruption is minimised and that the results of this review are reported to the Council.

Adopted: 08 April 2019

Reviewed: 13 May 2024

Next review date: May 2025

## **APPENDIX A**

### **THE GENERAL PRINCIPLES**

#### **Selflessness**

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

#### **Honesty and Integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

#### **Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

#### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### **Openness**

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

#### **Personal Judgement**

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

#### **Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

#### **Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

**ROLLESTON ON DOVE PARISH COUNCIL  
MEMBERS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2024/25**

**1. Subsistence / Mileage Rates:**

<b>Motor Mileage Rates*</b>	
All cars and vans	45p per mile (first 10,000 miles)
	25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
<b>Subsistence Rates**</b>	
<b>Allowance Period</b>	<b>Maximum Payable</b>
Breakfast (before 11 am)***	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Tea (between 3 pm and 6 pm)	£3.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
<b>Public Transport</b>	
Reimbursement of public transport fares (2 <sup>nd</sup> class or economy class only)	

\*HMRC Approved Mileage Allowance Payments

\*\*The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

\*\*\*May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

**2. Approved Duties**

**Members**

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

**Officers**

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time

**Rolleston on Dove Parish Council**  
**Rollestonian of the Year Award criteria**

- For the purpose of this award any individual person(s) or group of any age who live, work or volunteer in the parish is eligible.
- The award may be presented to an individual, individuals or group meeting the above criteria and who have served the community above and beyond that which could be considered normal or who have achieved exceptional heights in their field (sport, arts, etc.).
- All nominations must be supported by reasons demonstrating how they have benefitted the village/residents.
- All nominations must have a nominator contact (e.g. email address which will only be used for the purpose of this award nomination if required).
- The nomination form should offer guidance e.g. examples of reasons against the criteria that might be used to support the nomination.
- Incomplete nominations (with no reasons or nominator details) or nominations completed in bulk will not be accepted.
- That the award can be given to any individual(s) or group more than once.
- That the award may be given posthumously.
- Serving Parish Councillors are not eligible for the award; may they make any nominations.
- That the award continues to be presented at the Annual Parish Meeting.
- Methods of promotion to include Parish Council website, Facebook page, posters, Rollestonian insert and other village organisations to be asked to promote the award.
- Methods to submit nominations to include email, letter or text to the Parish Council phone number/Parish Council email, an online form available via the website and use should be made of a QR code to take you to the form, and boxes in various village locations.
- The existing Parish Council voting process to remain as is.

Criteria agreed: 13 March 2023

This criteria will be regularly reviewed.

## **For reference purposes - Current Rollestonian of the Year Information**

### **Rolleston of the Year – Nominations please**

The Parish Council makes a “Rollestonian of the year” award each year to a villager who in their opinion has served the community above and beyond that which could be considered normal or to a villager who has achieved exceptional heights in their field (sport, arts, etc).

The award will be presented at the May Annual Council Meeting by the Chairman of the Parish Council, or in their absence the Vice-Chairman of the Parish Council.

Written nominations should be sent or emailed to the Parish Council Clerk by 31<sup>st</sup> March and must include a brief note supporting the nomination.

Nomination boxes will also be sited in Starbucks News and at Rolleston Club until 31<sup>st</sup> March.

All Councillors will be given a voting paper listing all nominations at the Parish Council meeting on 11<sup>th</sup> April.

Brief details of all nominations will be considered during Part 2 of the meeting after which Councillors will vote for their top three nominations, giving 3 points for their first choice, 2 points for their second choice and 1 point for their third choice. The nomination with the highest number of points will be given the award. In the event of a tie, new voting papers will be issued, and Councillors will vote again between the tied nominees giving 1 point to their first choice nominee. The nominee with the highest number of points will be given the award. In the event of another tie the Chairman of the meeting will have a casting vote.

For the purpose of this award, any person living in Rolleston on Dove is considered to be a “Rollestonian”.

Serving Parish Councillors are not eligible for this award.

Revised text (agreed at RPC meeting on 08 June 2020)

# **ROLLESTON ON DOVE PARISH COUNCIL**

## **STANDING ORDERS**

**Adopted 11 March 2019  
(Reviewed 13 May 2024)**

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## **INTRODUCTION**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in **bold** type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘( )’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[ ]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

**1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since

- he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum or if they are invited to do so by the Chair.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or**

written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- l A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- o The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.  
*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- t A councillor or a non-councillor with voting rights who has a disclosable

- pecuniary interest or another interest as set out in the Council's code of
- conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
  
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
  
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
  
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee

- that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- g **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- h **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- i Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

## **7. PUBLIC FORUM**

See also standing orders 3(e)-3(j).

- a A person being a registered local government elector within the parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish Council ask a question about any matter on which the Parish Council has power.
- b Each question shall be directed to the Chairman of the meeting who may answer orally, may undertake to provide a written reply within seven days or may decline to answer.
- c Public Question time shall be limited so that no further question shall be put after 15 minutes from the commencement of the first question.
- d Members of the public will not be permitted to speak during the business part of the meeting unless invited to do so by the Chair.

## **8. PRESENTATION OF PETITIONS**

- a A person being a registered local government elector within the Parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish council present a petition of at least 10 signatures of local government electors living within



the parish about any question on which the Parish Council has power. The petitioner may speak for two minutes.

- b Each petition shall be handed to the Chairman of the meeting who may answer orally, provide a written reply within seven days, and decline to answer or defer discussion until the next meeting of the Council.
- c A maximum of five petitions may be presented at any meeting of the Parish.

## **9. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 30(b), or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

## **10. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **11. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **12. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **13. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential**

**information or personal data without legal justification.**

#### **14. DRAFT MINUTES**

Full Council meetings                   ●  
Committee meetings                   ●  
Sub-committee meetings               ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 14(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### **15. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has

another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council or committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 15(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 15(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the council's area;**  
**or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## **16. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 16(d).
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with

statutory responsibility for investigation of the matter;

- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **17. PROPER OFFICER**

- a The Proper Officer shall be the clerk or (ii) an elected member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. ensure that every councillor's register of interests is supplied to the Borough Council;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the council's Data Protection Officer (where one has been appointed);
  - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
  - xii. arrange for legal deeds to be executed;  
*(see also standing order 26);*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;

- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the council within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 26).

## **18. DELEGATION OF AUTHORITY**

- a The council will delegate authority to the Clerk in consultation with the Chair and Vice-Chair (or other councillors should one or the other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the COVID-19 outbreak, informed by consultation with members of the council. All decisions to be minuted appropriately. Delegated authority to cease upon the first face-to-face meeting of the council.

## **19. RESPONSIBLE FINANCIAL OFFICER**

- a The Clerk will act as the Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the council.

## **20. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor at every meeting of the council a statement to summarise:
  - i. the council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least seven days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

## **21. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 21(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website ([www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)) regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective

- contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **22. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Finance committee is subject to standing order 13.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of or, if he is not available, the vice-chairman (if there is one) of the council of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman, shall upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the council, or in his absence, the vice-chairman of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e Subject to the council's policy regarding the handling of grievance matters, if an



informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(f).

### **23. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**
- b **The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

### **24. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list)

*See also standing order 13.*

- a **The council may appoint a Data Protection Officer.**
- b **The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

### **25. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

### **26. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 17(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

- b **Subject to standing order 26(a), any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**  
*The above is applicable to a council without a common seal.*

**27. COMMUNICATING WITH BOROUGH AND COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the council.

**28. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

- i) Issue orders, instructions or directions  
or
- ii) Inspect any land and/or premises which the council has a right or duty to inspect

**29. YOUTH REPRESENTATIVES AT PARISH COUNCIL MEETINGS**

- a The Parish Council shall have a maximum of two Youth Representatives. It will annually co-opt one Youth Representative who will then serve for a maximum period of two years.
- b The Youth Representatives must have their principal place of residence in the Parish of Rolleston on Dove at the time of co-option and throughout their period of office. If either of the Youth Representatives should change his/her place of residence to a location out of the Parish of Rolleston on Dove, he/she will be required to resign forthwith and the vacancy shall be filled by co-option at a subsequent Parish Council meeting.
- c Youth Representatives must be under 18 years old and over 14 years old at the time of co-option.
- d The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the local High Schools serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the Schools.
- e Youth Representatives will be invited to all meetings of the Parish Council but will have to leave when the Press and Public are excluded. They will have the right to place items on the Agenda, to speak on all items and to receive, in advance of meetings, Minutes and documents for all items. They will not have the right to vote.
- f A Youth Representative may be removed from office by a majority vote of the Council on a "resolution moved on notice" in accordance with Standing Order 9 and shall be subject to the Council's Standing Order 2 concerning "disorderly conduct".

**30. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of

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**STANDING ORDERS**  
**ADOPTED 11 MARCH 2019, REVIEWED 13 MAY 2024**

an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



**Rolleston on Dove Parish Council  
13 May 2024**

**Agenda item no. 22.3  
Memorial plaque request**

The following request has been received:

I am John Underhill's youngest son. My Dad lived in Rolleston up to 2015 and made the Oak seats in the bus stop outside the Spread Eagle in Rolleston. He made many other installations to help improve the appearance of the village particularly during community events. My Dad died around this time last year and now our family is hoping that we can include a small cast brass plaque with the Oak seats that are in the bus stop as a memorial to my Dad. We all feel that one of Dad's most notable characteristics was his love of making things and his belief in the importance of community involvement.

We would be quite happy to discreetly install the plaque ourselves but we wanted to make sure that this would be ok with Rolleston Parish Council or the relevant authorities. I am hoping you might be able to advise about the best way for us to proceed.

I have already contacted John Phillips about this and he said he'd approach Claire Stewart on our behalf.

What we visualise is a cast brass plaque measuring about 15 x 6cm that would be rebated into the front edge of the seat on the right (see below):

