



# Rolleston on Dove Parish Council

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

02 January 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 08 January 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. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
  - 3.1 **Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2023/01279	Arrandale Hall Grounds	Installation of cladding to the front elevation, replace existing front porch with portico, replacement windows and installation of new doors to the rear and West side elevation
P/2023/01320	70 Station Road	Demolition of existing garage and existing single storey rear projections, erection of a two storey side extension with Juliet balcony and single storey rear extension, boundary walls rebuilt to new heights and rendered to match proposed property

P/2023/01377	Land adjacent The Croft Burnside	Felling of 1 Purple Plum tree and crown reduction by up to 30% of 1 Beech tree
P/2023/01381	Craythorne Road Playing Fields Craythorne Road	Erection of two shipping containers to be used for the sole purpose of football equipment storage
P/2023/01397	Arrandale Hall Grounds	Crown reduce by 2 metres to one Walnut tree (T224 of TPO No 1)
P/2023/01398	Arrandale Hall Grounds	Pruning back to original pruning wounds of 1 Cherry tree

4. To approve the Minutes of the meeting held on 11 December 2023 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments as at 02 January 2024

Payee	Description	Payment Method	Gross £	VAT £
Postsaver Europe Ltd	Jamie's Garden: Post strimmer guards	Debit Card (pd 14/12/23)	92.99	15.48
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,328.86	0.00
ESBC	Bin emptying 3 <sup>rd</sup> qtr 2023/24	BACS	1,377.19	229.53
J Deacon	Environmental contract: £1,200.49 Craythorne car park lock/unlock (December): £186.00 Tafflands R&M works: £180.00 Meadow View – install new bin: £134.40	BACS	1,700.89	283.48
<b>TOTAL</b>			<b>5,827.92</b>	<b>528.49</b>

7.2 Bank reconciliation as at 31 December 2023

		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	128,481.43	23,109.95	151,591.38
	<b>LESS</b> Expenditure	(183,284.22)	(11,009.10)	(194,293.32)
31 December 2023	Bank Statement	24,522.86	99,141.48	123,664.34

7.3 Earmarked Reserves as at 31 December 2023

	<b>Opening funds 01/04/2023 £</b>	<b>Available funds 31/12/2023 £</b>
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	857.11
<b>Total</b>	<b>109,272.38</b>	<b>26,057.08</b>

8. **Draft 2024/25 Budget and Receipts/Payments to 31 December 2023 (Enclosure 2)**

9. **2024/25 Precept declaration**

The Council is requested to formally declare the 2024/25 Precept to be declared on East Staffordshire Borough Council.

10. **Sport England funds: Update**

To receive a verbal update from the Chair.

11. **Flooding**

12. **Correspondence**

12.1 **Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

12.2 **Communications Log**

The Communications Log has been regularly circulated to all councillors.

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 11 December 2023 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)

Councillors Appleby, Houston, E McManus, S McManus, Peirce, Robson, Sanderson, Sharples, Storer

**In attendance**

D Hughes and M Swain, Environment Agency

R Morris, Rolleston FC Club Secretary

2 No. Members of the public

M Marsden, Youth Representative

Mary Danby, Clerk

**Public Forum**

No comments or issues were put by member of the public.

**116. Apologies for absence**

Councillors Badcock.

**117. Declarations of Interest and Dispensations**

None declared.

**118. Flooding (Minute No.107 refers)**

Mark Swain reported that the flood model is nearly complete and it will identify properties under threat and likelihood of flooding and this information will be looked at when it is to hand. He said that in addition to the £100,000 Government funding, a further £100,000 was available from the Environment Agency (EA). Some of these funds will be spent on the flood model and various solutions will be arrived at and these will be brought to the council for discussion/consideration.

Councillors asked when we would have the flooding model. Mr Swain said that the model has taken longer than expected to complete and should be ready by the end of December 2023.

Mr Hughes said that the next stage is to look at the various ways that flooding can be reduced and the EA had commissioned an external consultancy to start this work in the Spring, though the contract had yet to be signed. Mr Swain said that this work usually takes six months to complete and this work will result in a set of actions/solutions that could then be considered by the EA that will work to reduce flooding in the village.

Councillors referred to the most recent flooding of some of the roads in the village, noting that this was mainly due to blocked drains. Mr Swain said that the EA is not responsible for the drains, this lies with the County Council. Councillor Stewart said that the County Council need to the jet clean the drains and find out what is wrong with them.

Mr Hughes said that the EA are not looking at Station Road, Beacon Road, Craythorne Road or School Lane as the County Council lead on this and they need to work with the EA.

Councillors said that there would be frustration in the village on yet another consultation on possible solutions to the flooding incidents. Mr Swain said that works could only be done where the benefit is worth more than the outlay.

Councillors asked if the work to desilt the Brook north of the bend at Brookside could be done. Mr Hughes said that he had undertaken a site visit with residents who said that vegetation was hindering the flow of water but nothing had been seen to evidence this during the visit. He said that residents/landowners have the obligation to do this work subject to them speaking to the

EA before any work is done. Councillors asked if the EA could enforce landowners to do this work. Mr Hughes said that this could not be done unless there is evidence that the flow is being impeded.

Councillors asked if the dredging of the Brook Hollows lake had adversely affected the village. Mr Hughes said that the work had been purely cosmetic.

A member of the public referred to Alderbrook Close where various properties gardens have experienced worsening flooding over the last five years and she asked if the modelling reflects this. Mr Hughes said that the model would not reflect the flooding of gardens, it only references properties.

Councillors queried the available funding. Mr Swain said that funding is generated by risk: more properties at risk will generate more funds. He said that Rolleston will need a technical solution which will be difficult to deliver.

Mr Swain was asked if it was possible to give a definitive timeline for the modelling. He agreed to provide details of the programme on a regular basis to the council, updated as necessary.

Mr Hughes said that he is advancing on a separate project for natural flood management and the EA needs to establish contact with landowners and ask them if they are willing to work with the EA.

In closing, Councillor Stewart asked for a simplified overview which could be published in the next edition of the Rollestonian. Mr Swain agreed to provide this.

**119. Hall Grounds: West gates entrance to the Grounds and the Lodge**

Councillors were advised that concern had been raised about the deterioration of the West gates entrance to Hall Grounds and also the Lodge. It had been noted that the East gates are a Listed Building. As the West gates are not being maintained by the owners, the Parish Council and the Civic Trust had been approached. It had been suggested that initially a joint letter from the Parish Council and the Civic Trust could be sent requesting that this situation be addressed as the gates are obviously of significant historical and cultural interest and it is sad to see the decline.

**Agreed** That a joint letter from the Parish Council and Civic Trust be sent to the Lodge Trustees as set out above.

**120. Rolleston FC**

Rebecca Morris, Rolleston FC Secretary advised that they Club are ready to submit a planning application and have completed all the required documentation for the storage proposal. Due to the long and narrow nature of a shipping container they are proposing to have two immediately side by side with no gap between so it will look almost like one unit, with a total space of 12 metres by 4.9 metres. They only have enough funds currently for one container so would have to consider how they might fund (grants, etc) an additional container in due course; however they wanted to apply for planning for both at this stage to avoid having to submit another separate application in the future.

**Resolved** That the Parish Council support the above proposal and that the Club will be asked to enter into a Lease at a peppercorn rent for the area where the storage containers will be installed.

**121. Planning matters**

**121.1 Planning applications**

Application No.	Location	Proposal
P/2023/01186	59 The Lawns	Erection of a single storey side/front extension, garage conversion to form additional living accommodation, replacement of existing conservatory with single storey rear extension
No objection		
P/2023/01208	35 Burnside	Erection of a single storey detached dwelling and associated access (Revised Scheme)
No objection		
P/2023/01216	30 Shotwood Close	Creation of a new entrance porch
No objection		
P/2023/01280	90 Hall Road	Erection of a single storey rear extension and part two storey part single storey side extension
No objection		
P/2023/01303	Mulberry Barn Home Farm Church Road	Felling of one Sycamore tree (T1) and one Rowan tree (T2)
No objection in principle, but photographs of the trees would have been helpful		
P/2023/01323	93A Station Road	Installation of a bifold door on the east/rear elevation in lieu of a window and change of first floor window from frosted glass to clear on the east/rear elevation
No objection		

**122. Minutes Resolved** That the Minutes of the meeting held on 13 November 2023 be approved and signed as a true record.

**123. Matters arising**

**Minute No. 103 Public Forum (Rolleston Station Heritage Group)**

Councillor Stewart reported that Councillor Badcock was drafting the application in liaison with the Group, it was noted that this must be submitted by the Group, not the council.

**Minute No. 104.7 (4<sup>th</sup> bullet point)**

It was noted that Amey had completed the works at the Craythorne Road car park. **Agreed** that a thank you letter be sent.

**Minute No. 107**

- Councillors asked if funding was available from the County Council for additional road signs. **Agreed** That the query be put to the County Council Flood Team.
- Meadow View jitty – sand bin: Proposed hardstanding. **Agreed** That ESBC be asked for permission to install the hardstanding, if agreed quotation to be obtained for this work.

**Minute No. 113.2**

- It was reported that the contractor had completed cutting the hedge, etc prior to the recent Working Party on the Jubilee Orchard. **Agreed** That a letter of thanks be sent for the work being completed so quickly.

- The WI Coffee Morning at the Scout HQ on 27 January 2024 will be raising funds for the village orchards.

## 124. Councillors' reports

124.1 County Councillor White had provided the following report via email:

"The County Council will be carrying out jetting and surveying of the road drains at the Knowles Hill/Anslow Lane junction to establish whether the system is functioning properly. This will require a high powered jetter and may also require a closure of the road while the work is done.

Although not directly connected to this, we will also be jetting the road drains on Church Road and on Beacon Road, Chapel Lane and School Lane where there have been potential issues identified during the spells of heavy rainfall this autumn.

Availability of gully jetting machines is on a priority basis and we have a large number of sites around the county where there has been recent property level flooding so while these will be done soon I will not promise that it will be this side of Christmas.

In summary, the County Council remains committed to resolving the flooding issues that are within its control in the village as already demonstrated by the large investment we have already made in the flood alleviation works already completed in the village. We hope that the Environment Agency will also commit to deliver the works within their remit that are necessary to make the County Council scheme fully effective and to address the flooding from watercourses under their management."

124.2 Councillor Appleby reported:

- He continued to be in liaison with ESBC regarding the installation of CCTV at Tafflands.
- He continued to be in liaison with the PCSO regarding arranging Speed Awareness sessions on Knowles Hill/Rolleston Road and Anslow Lane.
- P/2021/00373 - The landowner had undertaken work which was outside the conditions of the recently approved planning permission. **Agreed** That this information be provided to the Planning Officer.

124.3 Councillor Houston reported that the gate from Craythorne Road to the fields into Tafflands was unlocked. **Agreed** That the contractor be asked to ensure that the gate is locked.

124.4 Councillor Sharples reported that:

- The council's Advent tree had been very successful.
- A Hall Road resident had spoken to her as they were concerned about overhanging trees – she had advised that they contact ESBC.

124.5 Councillor Stewart reported:

- A new version of the council's logo had been done.
- Fallen tree branches on the Jinny Trail had been removed.

## 125. Financial matters

125.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Reach plc	Public Notice in the Burton Mail inviting tenders for the Mowing and Environmental contracts	Debit Card (pd 16/11/23)	352.08	58.68
National Book Tokens	Electronic book token for the winner of the Community Library poster competition	Debit Card (Pd 21/11/23)	10.00	0.00

The Cartridge People	Replacement printer drum	Debit Card (Pd 21/11/23)	65.90	10.98
Viking Office UK Ltd	Stationery	BACS	27.86	4.64
P Gould	Mowing contract	BACS	1,327.99	0.00
RBL Poppy Appeal	Remembrance Wreath	BACS	19.99	0.00
Glasdon UK Ltd	1 No. Invicta litter bin (Meadow View)	BACS	765.17	127.53
M Robson	Reimbursement: Labels (Jubilee Orchard)	BACS	23.45	3.25
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
David Ogilvie Engineering Ltd	1 No. seat (Meadow View)	BACS	726.00	121.00
HMRC	NI/PAYE 3 <sup>rd</sup> qtr 2023/24	BACS	1,558.04	0.00
Clerk	Salary and expenses	BACS	2,019.21	0.00
SPCA	Councillor Fundamentals Training fee	BACS	36.00	6.00
J Deacon	Environmental Contract £1,200.49 Craythorne car park lock/unlock £180.00 Jinny Trail: Repairs to steps £124.42 Clean and repaint Jinny Trail sign £54.00 Repairs to Shotwood stiles £126.00 Sand bins refill and removal/disposal of used sand bags £429.60	BACS	2,114.51	352.42
Emma V Smith	Updating of Honours Board	BACS	160.00	0.00
Staffordshire Playing Fields Association	Annual subscription	BACS	20.00	0.00
O2	Council mobile	DD	20.80	3.47
The Croft Christmas Trees	Christmas Tree (Almshouses)	BACS	155.00	0.00
<b>TOTAL</b>			<b>9,407.99</b>	<b>688.97</b>

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

**125.2 Bank reconciliation at 30 November 2023**

		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	128,059.55	22,997.08	151,056.63
	<b>LESS</b> Expenditure	(174,211.33)	(11,009.10)	(185,220.43)
31 October 2023	Bank Statement	33,173.87	99,028.61	132,202.48

**Resolved** That the above was a true record.

**125.3 Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 30 November 2023 were:

	Opening funds 01/04/2023 £	Available funds 30/11/2023 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	2,099.75
<b>Total</b>	<b>109,272.38</b>	<b>27,299.72</b>

**126. Draft 2024/25 Budget and Receipts/payments to 30 November 2023**

**Resolved That:**

- The report be noted.
- The council be recommended to agree a 3% increase on the Precept at the January 2024 meeting.

**127. Sport England funds**

Councillor Stewart reported that Sport England had responded to the pre app submitted by ESBC on behalf of the Parish Council requesting a variation of the condition suggesting alternative options for the council's consideration.

**Agreed** That Councillor Stewart liaise with ESBC with a view to agreeing options that can be re-submitted to Sport England.

**128. Annual Policy Review: Risk Assessment**

**Resolved** That the revised Risk Assessment be approved and published on the website.

**129. Correspondence**

**129.1 Staffordshire Parish Councils' Association (SPCA)**

The SPCA's newsletters had been circulated to all councillors.

**129.2 Communications Log**

The Communications Log had been circulated regularly to all councillors.

**129.3 Dangerous parking – Shotwood Close**

Correspondence had been received from a resident of Shotwood Close regarding an increasing amount of cars parking at the entrance to Shotwood Close which means that residents and visitors have difficulty in safely exiting the Close.

The Clerk had liaised with the County Councillor regarding the above and he had asked that photographic evidence be provided illustrating the problem. This information had been relayed to the resident.

**Agreed** That the information be noted.

**130. Exclusion of the 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.

**131. Quotations**

**131.1 Jamie's Garden: Replacement posts**

**Resolved That:**

- Jacksons Fencing quotation in the sum of £309.00 plus VAT be accepted for the supply of 20 No. posts
- John Deacon's quotation in the sum of £600 plus VAT be accepted to remove and replace the existing posts

**131.2 The Croft: Oak tree root**

**Resolved** That Phil Gould's quotation in the sum of £150.00 be accepted to lift the seat around the Oak tree, spread soil around the base of the tree and lay turf.

131.3 **Craythorne Road car park railings - stile**

**Resolved** That John Deacon's quotation in the sum of £204.00 plus VAT be accepted to build a stile in the gap in the railings.

131.4 **Elizabeth Avenue playing field**

That John Deacon's quotations be accepted for the following works:

- a) Tarmac path from road to Play Area, £154.00 plus VAT
- b) Lift, level and re-lay existing slabs, £102.00 plus VAT
- c) Re-weld slide leg, £30.00 plus VAT
- d) Supply and fit new wooden steps of children's climbing frame, £37.00 plus VAT

131.5 **Planter on grass verge, near to the Jinnie Inn (Minute No. 79.6 refers)**

**Resolved** That John Deacon's quotation in the sum of £110.00 plus VAT be accepted to remove the wooden planter, make good ground and reseed.

The meeting closed at 8.50 pm

Signed .....

Date .....

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL**  
**DRAFT 2024/25 BUDGET AND ACTUAL INCOME AND EXPENDITURE TO 31 DECEMBER 2023**

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 31/12/23 £
<b>100</b>	<b>Income</b>				
1076	Precept	87,700	90,331	90,331	90,331
1090	Interest Received	173	180	950	675
1100	Grants & Donations Received	10,946	-	17,160	17,160
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	20	20	20	20
1250	Football pitch fees	50	50	350	350
1270	SCC: Annual grass cutting	3,700	3,848	4,465	4,465
1280	Insurance claim settlement	607	-	835	835
1999	Other income	55,498	-	2,522	2,522
	<b>Income</b>	<b>160,485</b>	<b>96,219</b>	<b>118,423</b>	<b>118,148</b>

Draft Budget 2024/25 £
93,041
750
-
1,665
125
20
50
3,848
-
-
<b>99,499</b>

3% increase on 2023/24 precept

TBC - SCC sets its budget Feb 24

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 31/12/23 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	18,408	18,776	19,657	14,742
4020	Employer's National Insurance	1,344	1,450	1,450	1,093
4030	Payroll Services	95	110	110	-
4050	Use of Home as Office	178	178	178	134
4100	Insurance	1,141	1,141	1,206	1,206
4110	Audit Fees	543	574	584	584
4120	Photocopier: Rental/Maint.	378	378	378	284
4121	Photocopier: Copy charges	313	400	375	241
4125	Stationery	240	225	275	252
4127	Village Directory	183	200	200	-
4130	Postage	371	450	450	416
4140	Council mobile	183	211	211	156
4150	Subscriptions	567	650	637	637
4160	Training	30	500	93	93
4180	Room hire	300	300	240	60
4190	Mileage expenses	113	100	200	156
4195	Parking fees	2	10	10	3
4200	Play areas	2,774	6,000	6,000	1,490
4205	Craythorne barrier: Lock/unlock	1,825	1,825	1,825	1,375
4210	RPC website	125	175	181	45
4211	Village website	46	60	60	46
4220	IT / Software	271	390	352	352
4230	S137 Expenditure	-	100	200	200
4240	Mowing contract	15,088	17,000	15,936	11,952
4250	Bin emptying	4,077	4,590	4,590	3,443
4260	Trees	2,706	4,000	4,000	1,472
4265	Plants for planters	750	825	844	844
4270	Environmental contract	12,351	16,650	12,000	9,088

Draft Budget 2024/25 £
20,000
1,500
125
178
1,300
600
378
400
275
200
500
237
650
500
240
200
10
6,000
2,196
181
60
400
100
17,530
4,820
4,000
900
<b>13,200</b>

Contractor has advised that the fee will be £6 per day (currently £5 per day)

4275	General R&M and Out of Scope works on RPC land	-	5,000	5,000	2,524
4280	Bus shelter	-	-	15,982	15,982
4285	Flooding	-	-	-	-
4300	Projects	-	6,838	6,838	4,103
4310	Professional fees	4,150	1,662	-	-
4320	Capital expenditure	-	800	-	-
4330	Other administration	2,562	1,500	1,000	740
4999	Contingency	2,579	3,000	2,000	1,290
	<b>Expenditure</b>	<b>73,693</b>	<b>96,068</b>	<b>103,062</b>	<b>75,003</b>
	<b>TOTAL EXPENDITURE</b>	<b>73,693</b>	<b>96,068</b>	<b>103,062</b>	<b>75,003</b>
	<b>TOTAL INCOME</b>	<b>160,485</b>	<b>96,219</b>	<b>118,423</b>	<b>118,148</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>86,792</b>	<b>151</b>	<b>15,361</b>	<b>43,145</b>

5,000
-
2,000
5,000
5,000
800
2,000
5,000
101,480
101,480
99,499
- 1,981

New budget line agreed at the November 2023 PC meeting

#### Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2023 £	Funds as at 31/12/23 £
320	Environmental improvements	2,360.39	584.39
322	Brook Hollows	45,272.31	13,151.72
325	Play Areas	17,132.11	11,463.86
327	s106 College Fields	44,507.57	857.11
	<b>TOTAL</b>	<b>109,272.38</b>	<b>26,057.08</b>

Donor funds

#### Funds statement as at 31 December 2023

Total funds held in bank accounts	£ 123,664.34
<b>LESS</b> Earmarked Reserves	-£ 26,057.08
<b>LESS</b> Budgeted expenditure for remainder of 2023/24	-£ 28,059.00
General Reserves	£ 69,548.26