



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

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Our Ref: MD

03 August 2020

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

Dear Councillor

You are hereby summoned to attend a virtual Meeting of the Parish Council on **Monday 10 August 2020** commencing at 7.30pm at which the business set out below will be transacted.

NB: *This meeting is permissible under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 04 April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including any by video and telephone conferencing) for a specified period until May 2021.*

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

Members of the public may join the meeting and participate in the Public Forum by using Zoom:
<https://us02web.zoom.us/j/3852542732?pwd=d0J5dVhuQ3F3NUNNYW40OGxXNkNkUT09>
Meeting ID: 385 254 2732, Passcode: PCAug20

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. If you prefer, queries or comments may be emailed to the Parish Clerk (rollestonpc@outlook.com) no later than 3pm on Thursday 06 August 2020 for consideration by the parish council.

1. **DECLARATIONS OF INTEREST**
2. **PLANNING MATTERS**
- 2.1 **Planning Applications**

Application No.	Location	Proposal
P/2020/00684	Fairfield 26 Dovecliff Road	Alterations to existing dwelling to include installation and replacement windows and doors and cladding to the rear and side elevations
P/2020/00734	14 Station Road	Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised scheme)
P/2020/00755	3 Oak Trees Close	Retention of temporary single storey wetroom pod to the rear of the property for use by disabled adult
P/2020/00764	20 Brookside	Demolition of existing conservatory to facilitate the erection of a single storey rear extension
P/2020/00791	Land opposite Brooklyn Cottage Moseley Mews	Overall crown reduction by up to 3 metres of 1 Holly tree
P/2020/00792	1 Oak Trees Close	Removal of large branch of 1 Ash tree and crown lifting by up to 3 metres of 1 Sycamore tree

2.2 Planning Decisions

Application No.	Location	Proposal
P/2020/00540	Winter House Hall Grounds	Overall crown reduction of 1.5-2m to reduce overhanging branches to one Sycamore tree (TPO No. 1)
Consent granted		
P/2020/00600	St Marys Close 5 Church Road	Felling of 1 Leylandii tree and 1 Wych Elm tree
The LPA has no objection to the work and do not propose to make a TPO in this instance		
P/2020/00623	19 Station Road	Felling of 1 Lawson Cypress tree and crown reduction by up to 30% of 1 Goat Willow tree, 1 Cherry tree and 1 Laburnum tree
The LPA has no objection to the work and do not propose to make a TPO in this instance		

3. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 JULY 2020 (ENCLOSURE 1)
4. MATTERS ARISING FROM PREVIOUS MINUTES
5. COUNTY COUNCILLOR'S REPORT
6. BOROUGH COUNCILLOR'S REPORT
7. PARISH COUNCILLORS' REPORTS
8. FINANCIAL MATTERS

8.1 Schedule of payments (as at 03 August 2020)

Payee	Description	Payment Method	Gross £	VAT £
1&1 IONOS Ltd	RPC Website (July invoice)	DD (pd 10/07/2020)	5.99	1.00
EE Ltd	Council mobile (July invoice)	DD (pd 20/07/2020)	24.68	4.11
SLCC Enterprises Ltd	Delegate fee (Rights of Way webinar)	BACS	36.00	6.00
Clerk	Reimbursement re NFU Livestock gatepost signs	BACS (paid 15/07/2020)	11.24	0.83
Fenland Leisure Products Ltd	Wet pour safety surfacing repair kit	BACS	111.60	18.60
P Gould	Mowing contract	BACS	1,250.14	0.00
Clerk	Salary and expenses	BACS	879.01	0.00
1&1 IONOS Ltd	RPC website (August invoice)	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Hardy Signs Ltd	Signage for Craythorne car park barrier	BACS	74.40	12.40
Easyfix Emblems Ltd	Waymarker Discs for Public Footpaths	BACS	108.00	18.00
TOTALS			2,520.91	64.25

8.2 Bank Reconciliation as at 31 July 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	39,232.42	2,121.72	41,354.14
	LESS Expenditure	29,906.71	-	29,906.71
31 July 2020	Bank Statement	19,933.10	58,677.17	78,610.27

9. 2020/21 BUDGET AS AT 31 JULY 2020 (ENCLOSURE 2)

10. COMPLETION OF THE AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Mazars, the external auditor, have completed their audit for the year ended 31 March 2020 with no matters being raised for the council's attention.

As required by the Accounts and Audit (England) Regulations 2015, the Completion Notice and audited Annual Governance and Accountability Return (AGAR) were published on the council's website on 23 July 2020.

11. CRAYTHORNE ROAD PLAYING FIELD AND CAR PARK

12. PARISH ONLINE

13. PLAY TRACTOR

14. JUBILEE ORCHARD: WATER TANK

To retrospectively approve the installation of a water tank at the Jubilee Orchard at a cost of £100 plus VAT and refilling of the tank at a cost of £20 plus VAT on each occasion.

15. ESBC: DRAFT PARKING STANDARDS AND BREWERY BUILDING CONVERSION SUPPLEMENTARY PLANNING DOCUMENTS (CONSULTATION)

The above documents have previously been circulated to all Councillors via email.

East Staffordshire Borough Council (ESBC) has prepared two draft Supplementary Planning Documents (SPD) on which they are inviting views. SPDs provide guidance on key development plan policies and how they will operate.

The **Parking Standards (SPD)** provides applicants and developers (including valuers, landowners, and other interested parties) with information about the Council's parking requirements, to assist in the planning of new development proposals and in making planning applications.

The **Brewery Building Conversion Design Guidance (SPD)** provides advice to applicants and developers (including valuers, landowners, and other interested parties) to guide the development and reuse of Brewery Buildings. Good design standards will support preserving the long and rich history of Brewing in Burton (which dates back as far as the 12th Century).

The two SPDs were published for consultation on **Monday 20 July 2020 until 5pm Monday 31 August 2020**. ESBC welcome views on the documents. Any representations will be considered and reported to Members. Any proposed consultation changes, if accepted, will be incorporated into the final adopted document for use in determining planning applications.

16. ESBC: DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI) – CONSULTATION

The above document has previously been circulated to all Councillors via email.

East Staffordshire Borough Council (ESBC) has prepared a draft Statement of Community Involvement (SCI) on which they are seeking views. The Statement of Community Involvement provides guidance on how local communities can be involved on key development plan policies and decision making.

In addition, the revised **Statement of Community Involvement (SCI)** sets out clearly how the Council will engage local communities in decision making as well as in creating and reviewing the plan documents that make up the Local Plan for the area.

The SCI will be published for consultation on **Monday 3rd August 2020 until 5pm Monday 14th September 2020**. ESBC would welcome views on the document. Any representations will be considered and reported to Members. Any proposed consultation changes, if accepted, will be incorporated into the final adopted document for use in determining planning applications.

The document can be viewed online at:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/consultations>

17. CORRESPONDENCE

17.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters have been circulated to all Councillors.

MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 13 JULY 2020 COMMENCING AT 7.30 PM

PRESENT

Councillor S McManus (in the Chair)

Councillors Badcock, Gooding, Houston, E McManus, Peate, Robson, Sanderson, Stewart, Toon and Wyatt

In attendance

County Councillor White

PC Parden

5 Members of the public

Mary Danby, Clerk

PUBLIC FORUM

Mr Adams noted that whilst the path up to the slide at Tafflands was mown, the slide was overhung with nettles and he asked if this could be attended to. Councillor S McManus said that this would be attended to.

Mr Adams said that the newly installed streetlights are not working properly as the auto dim function which was supposed to work at midnight does not work meaning that very bright lights shine into homes. **AGREED** that the council would contact Staffordshire Highways/E.on to raise this issue with them.

Mr Adams said that part of the grass verge had been fenced off by the entrance to the old Hotel and he asked if this was permissible. Councillor S McManus said that the verge had originally been fenced because the area had been reseeded, but he agreed that the bollards were now a permanent feature. **AGREED** that the council would contact Staffordshire Highways to request that the bollards be removed.

Craythorne: Anti-social behaviour

Mr Simnett said that the closure of the Craythorne car park had seen the problem moved to Meadow View. Cars were being parked on Meadow View and people were seen to be entering Tafflands with bottles, etc around midnight. He said there are upwards of 10 cars most evenings and 30-40 people, this gets worse at the weekends and the anti-social behaviour ASB is very intimidating to him and other residents.

Mr Adams agreed that the Craythorne problem had been moved. Neighbours close to Craythorne have been complaining for some time about noise and anti-social behaviour problems. He asked where the Police have been, why have they not dealt with the problem? Councillor S McManus said this has been a real issue across the village.

PC Parden said that the Police have identified Craythorne as an area where people would congregate. The influx of vehicles on Craythorne has been ridiculous. Stop and Searches have been done and are being done and they are at Craythorne as much as possible. Mr Adams asked why the Police are not attending en masse and blocking the car park when there are issues such as partying, etc until the early hours of the morning – the complaints have been overnight not during the day.

Councillor S McManus said that the parish council had been inundated with complaints about Craythorne and other areas in the village. The signs in place at Craythorne were a joint effort by the Police and the parish council.

Mr Simnett said that a lot of what was happening on Craythorne has moved to Meadow View since the gate was closed.

PC Parden said that if the gate was open the Police could block the vehicles in and deal with them.

Councillor S McManus said that there had been complaints from residents on Brook Hollows, Elizabeth Avenue and Meadow View since the gate had been closed. The issues at Craythorne have cost the council c£1,000 so far. Speeding cars on Craythorne Road were a cause of concern and the car park being used as a skid pad and a real danger to life was a distinct possibility; the scale of littering was unprecedented, and these issues had now gone.

Mr Adams said that if the Police are prepared to attend Craythorne this is an argument for the gate to be opened.

Councillor S McManus said that ESBC were happy to add Craythorne to their rota for opening/closing at a cost of £112 for 10 weeks (closed at 9pm, open at 8am). This would bring it into line with all other ESBC open spaces and car parks with lockable barriers.

Mr Simnett said that closing the gate at 9pm will send the people back up to Meadow View.

PC Parden said that cars parking on the Craythorne Road grass verge during the day are causing problems for pedestrians and other road users.

Mr Simnett referred to the advice to call the Police every time there was an incidence of anti-social behaviour, but he said that many of his neighbours are elderly and do not want to call the Police every day.

Councillor S McManus referred to a meeting held on 03 July between the Parish Council, Chief Insp Kate Langley, Kate Griffiths MP, Mark Rizk and Margaret Woolley (ESBC), Phillip White (County Councillor). The week since the closure was reviewed and although it was acknowledged that some problems had moved to Meadow View, it was still felt by all that the car park being closed was the best course of action. It was agreed that the parish council would explore opening during the day and this has now been made possible with the support of ESBC. It was agreed that we would continue to review each week.

A week after the meeting Chief Inspector Langley changed her stance and she asked the council to consider opening the car park for two reasons: Football training was causing car parking issues and the fact that Meadow View residents were witnessing anti-social behaviour. She asked that the council open the car park full time to allow the police to target one area. However, she was unable to give any reassurances that the level of policing would be different to that provided before the gate was closed. We agreed to debate this at the Parish Council meeting on 13 July.

Councillor S McManus invited comments from councillors, saying that there were three options open to the council:

- Option 1: Status quo, i.e. leave the Craythorne car park closed 24/7
- Option 2: Open the gate 24/7
- Option 3: Open the car park during the day and engage ESBC to lock the gate at 9pm and unlock at 8am.

Councillors comments:

- Understand that Craythorne can be blocked off but the same cannot be said for Meadow View – surely the Police can drink/drug test people leaving Tafflands?

PC Parden said that people can only be breathalysed/drug tested after they have seen them actually driving. Police resources are limited and the 999 and graded incident Officers are spread

over the East Staffordshire area. He said that Craythorne Road is a top priority for Officers. Councillor S McManus said that the Police are aware of the issues and we are working to find a solution.

- Whatever the council does, it will still upset someone in the village. If the Craythorne gate were to be open during the day with a stronger Police presence when closed this may have the desired effect.
- If Option 2 is the preferred option, a close eye would need to be kept on Meadow View and the council would need to be ready to react to issues.
- Photos of vehicles are visible online – is it not possible for the Police to follow-up on those drivers?

PC Parden said that the Police can only follow-up as suggested where there is a valid reason for them to do so.

- Police advice should be taken, i.e. Option 2
- Police should undertake a campaign to deal with the issues that have moved to Meadow View, etc.
- PC Parden was asked for his thoughts on the gate being open during the day. He said that people are arriving after 9pm and will still go to Meadow View, open the gate during the day and see where it goes, the Police can deal with this.

Councillor S McManus called for a vote by show of hands:

Option		Votes
1	Status quo, i.e. leave the Craythorne car park closed 24/7	0
2	Open the gate 24/7	5
3	Open the car park during the day and engage ESBC to lock the gate at 9pm and unlock at 8am.	6

RESOLVED THAT:

- a) Option 3 be implemented.
- b) ESBC be engaged to lock/unlock the Craythorne car park gate at a cost of £112 for 10 weeks.
- c) The Chair and Vice-Chair be given emergency powers to close the Craythorne car park gate 24/7 if necessary.

37. APOLOGIES FOR ABSENCE

None, all Councillors were present.

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

39. PLANNING

39.1 Planning Applications

Application No.	Location	Proposal
P/2020/00255	Land at the Brookhouse Hotel Brookside	Conversion of former hotel and coach house to create 10 residential units including the demolition of an existing conservatory and small section of hotel
No objection.		
P/2020/00499	238 Station Road	Erection of a replacement dwelling with detached garage/car barn
No objection		
P/2020/00540	Winter House Hall Grounds	Overall crown reduction of up to 3m to reduce overhanging branches to one Sycamore tree (TPO No 1)
No objection		
P/2020/00600	St Marys Close 5 Church Road	Felling of 1 Leylandii tree and 1 Wych Elm tree
No objection		
P/2020/00617	5 Church Road	Erection of a part two storey, part single storey rear and side extension, rear balcony, demolition of existing garage and erection of a replacement detached garage, rebuild entrance walls and erection of new entrance gates
No objection		
P/2020/00623	19 Station Road	Felling of 1 Lawson Cypress tree and crown reduction by up to 30% of 1 Goat Willow tree, 1 Cherry tree and 1 Laburnum tree
No objection		
P/2020/00577	Grace Cottage Anslow Lane	Crown reduction in height by up to 2 metres, crown lift by up to 2 metres and reshaping of 1 Silver Birch tree (T1 of TPO No 162)
No objection		
P/2020/00607	8 Shotwood Close	Erection of a part single and two storey link extension between dwelling and garage
No objection		
P/2020/00641	High Bank Anslow Lane	Erection of a single storey rear extension and a first floor side extension
No objection		

Application No.	Location	Proposal
P/2020/00642	Grace Cottage Anslow Lane	Felling of 1 Hazel Bush, 1 Fir tree, 1 Sycamore tree and 3 Conifer trees, crown lift by up to 2 metres and crown reduction by up to 3 metres of 1 Oak tree, crown lift by up to 1 metre and crown reduction by up to 2 metres of 1 Holly tree, crown reduction in height by up to 3 metres of 1 Conifer tree, crown lift by up to 4 metres and crown reduction by up to 3 metres of 1 Beech tree and crown reduction by up to 1 metre and pruning of 1 Cherry tree
No objection		

39.2 **Planning Decisions**

RESOLVED That the planning decisions be noted.

39.3 **TPO 408 (Minute No. 20 2020/21 refers)**

ESBC had advised that the Local Planning Authority are currently undertaking a review of the TPO register and this tree was picked up as part of the review. A previous TPO had been placed on the tree but due to a clerical error this did not appear to have been confirmed. A new TPO was therefore made.

RESOLVED That the information be received and noted.

40. **MINUTES**

RESOLVED That the Minutes of the Council meeting held on 08 June 2020 be approved and signed as a true record.

41. **MATTERS ARISING**

Minute 23 re 8.3: The Clerk reported that Stretton Parish Council would look to arrange a meeting of the two Chairs and Clerks to discuss the landslip and drainage on the Jinny Trail.

Minute 23 re 8.10: In response to a query from a Councillor, the Chair reported that the s.106 money had not yet come through from the Bellway development. He said that discussions had been held with ESBC, but everything had been put on hold due to Covid 19.

Minute 26.1: It was noted that two road signs had yet to be cleaned (exit from Marston road on to Church Road - giveaway sign on left at the T junction; and the 30mph sign on the right hand side before Hall Road on the approach to Rolleston on Church Road from Tutbury).

Minute 26.3: It was noted that one of the Estate Agent boards was still in situ. **AGREED** that a further request be made for the board to be removed.

42. **COUNTY COUNCILLOR'S REPORT**

County Councillor White reported that:

- Covid 19: Pleasing to note that the number of new cases is down to double figures and the death rate is below the normal average for the time of year. SCC continue to work closely with Public Health England and the NHS.
- SCC is focussing on job creation and job retention. It has supported over 900 business with PPE starter kits and introduced a triage service to help businesses to not lose employees.
- Central Government funding was being negotiated for a new bridge crossing over the River Trent at Walton and a new Digital and Mechatronics Suite at Burton College.

- Tutbury and Outwoods parish councils are also suffering anti-social behaviour issues.

43. BOROUGH COUNCILLOR'S REPORT

Councillor Toon reported that:

- The Station Street regeneration was going well.
- The car parks are now charging again, and it is now possible to pay via an App.

44. PARISH COUNCILLORS' REPORTS

44.1 Councillor Sanderson reported that:

- The Bellway site had re-opened and he had witnessed more lorry movements than originally stated. A problem with mud on the road had been dealt with very quickly.
- The troughs on Burnside were looking exceptionally good.

AGREED That an email be sent to the Nursery on how good the troughs are looking.

44.2 Councillor Gooding reported that:

- The owners of the Brookside property had cut back the foliage around the Ford sign.
- Burnside flooding: He had spoken to the council's contractor about digging the bank on the council's land to identify the drain outlet and clearing it. The contractor said he would be happy to do this work for his normal hourly rate.

AGREED That the contractor be contacted for the options for this work.

44.3 Councillor Houston reported that:

- Parking outside the Nursing Home on Station Road was causing problems. Vehicles are being parked on the bend up to the bus stop. County Councillor White said that he has put a proposal to the County Council for double yellow lines to be put in at this location and a consultation will take place in due course. Councillor Toon said that the parking issue may be a matter for ESBC Enforcement.

Councillor Gooding raised the issue of double yellow lines having previously been requested for Chapel Lane, School Lane and Knowles Hill. County Councillor White said that road maintenance will be done, and this could include the installation of double yellow lines at these locations.

- A large Willow tree at 4 Beacon Road was overhanging the road, obscuring a new street light and was touching BT lines.

AGREED That the tree be reported to Staffordshire Highways (Councillor Houston to provide photographs to the Clerk).

44.4 Councillor Peate asked if there was any way that traffic mitigation/traffic calming could be installed on Knowles Hill to stop speeding vehicles.

AGREED That the request be put to County Councillor White.

Councillor S McManus reported that Chief Inspector Langley had offered a Community Speedwatch Initiative for the village. This would see the Police in attendance with councillors and volunteers using a hand-held speed detection device to record vehicle speeds.

AGREED That Councillor S McManus to follow this up with Chief Inspector Langley.

44.5 Councillor Stewart reported that:

- The tree and weeds had been cleared on the Jinny Trail/.
- Russian Vine was spreading on the Jinny Trail.

AGREED That the council's contractor be requested to remove the Russian Vine.

44.7 Councillor E McManus

- Reported that the annual Village Footpath Walks could not be organised as normal due to Covid 19 and asked for councillors to walk the footpaths and report on their condition.

AGREED That Councillor S McManus would circulate information to all councillors.

- BCV are repairing stiles on Footpath Nos. 2, 4 and 5.
- There had been foul language on the council's Facebook page which had been removed. The council's policy states that people will be removed if they use bad language and she asked how many times do we let people do so before removing them?

AGREED That people be removed from the Facebook page if they use bad language on two occasions.

44.8 Councillor Wyatt reported that:

- There had not been as much litter on Brook Hollows as in other areas, one tree had been vandalised with graffiti.

44.9 Councillor Robson reported that:

- He had reported a drain on Burnside to Staffordshire Highways as there was a puddle evident in recent rain and this was a blocked drain in an area that floods.
- A water butt has been delivered to The Orchard.
- The mound and slide at Tafflands needed to be looked at urgently. Councillor S McManus said that he was due to meet on site with the contractor to agree what needs to be done.
- He and Councillor Wyatt had inspected the Elizabeth Avenue play area and asked for the swings to be cleared of bird droppings and he asked if the bird deterrent (which had been requested a few years ago) could be installed. It was also noted that there are two holes in the wet pour safety surfacing. The Clerk reported that the swing seats had been cleaned and disinfected and that the bird deterrent had been ordered and would be installed as soon as possible.

AGREED That the contractor be requested to repair the wet pour safety surfacing using a repair kit to be purchased by the council at a cost of £75 plus VAT and delivery.

- One of the allotment plots on Beacon Road was in very poor condition. The Clerk reported that the tenant had been written to requesting that the plot be attended to as soon as possible.

44.10 Councillor Toon referred to the overgrown hedge on Station Road, to the rear of the old Chapel. It was noted that this had previously been put to the property owner to cut back the hedge.

AGREED That the overgrown hedge be reported to Staffordshire Highways.

44.11 Councillor S McManus reported that the council must have a plan in place on how it will meet the Website Accessibility Regulations by 22 September 2020. The options were to either use a free Microsoft (MS) tool or engage an external consultant to test the website for compliance. He said that he has run the MS tool on the top 10 most visited pages with very few issues being identified. He offered to run the MS tool on the website page by page, resolve the issues, re-run the tool and log the results.

AGREED That Councillor S McManus's offer to test the website compliance using the MS tool be accepted.

45. FINANCIAL MATTERS

45.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Midshire Business Systems	Photocopier: Copy charge (quarterly)	BACS	178.81	29.80
P Gould	Mowing contract	BACS	1,250.14	0.00
Clerk	Clerk's salary and expenses	BACS	889.76	0.33
Clerk	Reimbursement re padlock for Craythorne Road playing field	BACS (paid 09/06/2020)	42.31	7.05
Clerk	Reimbursement re 2 nd padlock for Craythorne Road playing field	BACS (paid 23/06/2020)	30.97	5.16
Clerk	Reimbursement re signage for Craythorne Road car park gate	BACS (paid 30/06/2020)	64.68	10.78
Brookside residents	Contributions to flood protection (agreed by the council at its meeting on 08/06/2020)	BACS	6,344.00	0.00
EE Ltd	Council mobile	DD	24.68	4.11
ESBC	Road sweeping, litter picking and bin emptying (Quarter 2/4)	BACS (paid 02/07/2020)	1,153.26	192.21
Eurooffice Ltd	Stationery	BACS	50.71	8.45
Viking	Postage stamps	BACS	48.50	0.58
Clerk	Reimbursement re bird deterrent for Elizabeth Avenue and Meadow View play areas (swing sets)	BACS (Paid 08/07/2020)	61.86	10.31
J Deacon	Environmental Officer £914.53 Jinny Trail: Steps handrail £462.00 Install 2-way pedestrian gate on footpath at Walford Road £174.00 Craythorne Car Park emergency repair to railings £54.00 Craythorne Car Park: Supply and install new barrier £420.00 Craythorne Playing Field: Remove old stile and supply and install new stile £309.60 20 tonne of MoT type 1 road stone £420.00	BACS	2,754.13	459.02
			12,893.81	727.80

RESOLVED That the above payments be approved.

45.2 Bank Reconciliation as at 30 June 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	39,212.42	1,173.79	40,386.21
	LESS Expenditure	23,477.63	-	23,477.63
30 June 2020	Bank Statement	26,342.18	57,729.24	84,071.42

RESOLVED That the above was a true record.

46. **2020/21 BUDGET AS AT 30 JUNE 2020**

RESOLVED That the report be noted.

47. **MARIE CURIE EMERGENCY APPEAL**

The Marie Curie Community Fundraiser for South Staffordshire had approached the council asking the council to consider donating to the Emergency Appeal to support the Marie Curie nursing service. Councillors felt that the request was outside the Grant Aid criteria normally followed by the council.

RESOLVED That the request be declined, and the applicant be advised that they may apply to the East Staffordshire Councillors Community Fund.

48. **CRAYTHORNE ROAD PLAYING FIELD AND CAR PARK (see also Public Forum, page 15)**

RESOLVED That the decision to close the car park and install a gate at a cost of £350 plus VAT be retrospectively approved.

49. **CRAYTHORNE ROAD PLAYING FIELD: PORTACABIN**

Rolleston FC had approached the council asking if they would be able to replace the existing structure with a newer, more secure metal shipping container. This is currently an idea which several team managers have put forward in the light of recent events at Craythorne.

The Club say that there would be many benefits with the additional security with upgrade, including being able to store more equipment in there with more confidence. An idea of which maybe in the future to store a defibrillator inside for their teams to use when playing/training at the facility.

The Club wanted to initiate the process/discussion and specific details could be discussed as required and they would look to assign/ask for volunteers to lead the task within the Club.

RESOLVED THAT:

- The Club's request will not be progressed until everything at Craythorne has settled down.
- The council will see what can be done with the Sport England funding.

50. **PARISH ONLINE**

To consider whether the council would benefit from subscribing to Parish Online at a discount cost of c£152 plus VAT per annum.

Councillor S McManus explained that he, Councillors E McManus and Stewart and the Clerk had participated in an online presentation on Parish Online, which is a powerful digital mapping tool,

enabling Local Councils to store and manage assets, produce neighbourhood plans and engage with the public.

The Parish Online team keep a range of constantly updated datasets including: Land Registry, Ordnance Survey, Environment Agency, Historic England, Natural England and DEFRA, as well as local authorities, including Staffordshire County Council, so all the information is current and in one place.

There was general agreement that the council should subscribe to Parish Online, but Councillor S McManus said that he would provide a demo of the software for all councillors to see before taking the subscription.

RESOLVED That the council subscribe to Parish Online at the discounted cost of c£152 plus VAT per annum subject to all councillors being happy to do so following the demo to be provided by Councillor S McManus.

51. LOCAL GOVERNMENT ASSOCIATION: MODEL MEMBER CODE OF CONDUCT CONSULTATION

Councillors were advised that the Local Government Association (LGA) was providing the Model Member Code of Conduct consultation as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance. NALC was urging all parish and town councils to consider the proposed code and respond to the LGA to share their views before the deadline of 17 August 2020.

RESOLVED That the information be noted and that councillors could respond individually to the consultation if they wished to do so.

52. THE LOCAL BOUNDARY COMMISSION FOR ENGLAND: EAST STAFFORDSHIRE ELECTORAL REVIEW

The Local Boundary Commission for England (LGBCE) had published draft recommendations for new wards, boundaries and ward names for East Staffordshire Borough Council and they were inviting comments on those recommendations. The consultation closes on 07 September 2020.

The draft proposals would see Rolleston on Dove becoming part of a larger Dove Ward which would also include Tutbury, Anslow and other smaller communities. The new Ward would be served by three Borough Councillors meaning that there would not be a dedicated Rolleston Borough Councillor. The draft proposals also see the number of ESBC councillors reduced by three to 36.

RESOLVED That the council object to the proposal as there is concern that the representation could be skewed and that there was a probability that the village would not have a village-based representative on the Borough Council.

53. CORRESPONDENCE

53.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters have been circulated to all Councillors.

53.2 Craythorne Playing Field and Car Park: Waste bins

A resident emailed the council expressing his concern at the inefficient service he felt that ESBC delivered regarding the waste bins at the Craythorne Road car park.

RESOLVED That the correspondence be received and that it be noted that whilst the council are not unhappy with the service it is unable to comment on the efficiency of that service.

53.3 Request to use The Croft

Doveside WI had contacted the council saying that they are unable to meet as a group in the current climate and it may be long time before they will be able to hold their normal meetings. They asked for permission to use The Croft on Friday 21 August for some of their members to meet for a chat. They plan to limit the number in accordance with current COVID-19 rules and maintain social distancing as required.

RESOLVED That permission be given as set out above.

53.4 Section 53 application to extend Footpath 18

Mr Edwards had contacted the Clerk asking for an update on the Section 53 application to the County Council to extend Footpath 18 from Walford Road to the Jinny Trail. The application had been submitted in 2010, the County Council had said at the time that the application should be determined in approximately one year.

The Clerk had contacted the County Council who had confirmed that the application is still in the system and awaiting further progression. The application is gradually moving up the list it may be some time before it is considered. They said that the delay was due to lack of staffing resources but that new staff had been employed this year and it was hoped that this would enable the list to be progressed. They said that in certain circumstances an application may be given a "priority status" if it meets certain criteria and then it could be progressed more quickly and they asked that the council let them know if it was aware of any changes that have affected the route since the application was made.

54. 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.

55. STAFFORDSHIRE FA: PITCH IMPROVEMENT PROGRAM REPORT (Minute Nos. 199 2019/20 and 34 2020/21 refer)

RESOLVED THAT:

- Councillor S McManus will contact ESBC about the s106 and Sport England funding and what options there are for the Craythorne Road playing field.
- Talbots, Hilton be contacted for their advice on the pitches (Councillor Badcock will make contact on behalf of the council).

56. TO REVIEW THE CLERK'S HOURS (Minute No. 152, 13 December 2019 refers)

RESOLVED That the Clerk's remain at 20 hours per week.

The meeting closed at 10.00 pm

Signed

Date

**ROLLESTON ON DOVE PARISH COUNCIL
2020/21 BUDGET AS AT 31 JULY 2020**

Nominal Code	Description	Current Budget £	Actual to 31/07/2020 £
100	Income		
1076	Precept	68,300	34,150
1090	Interest Received	27	10
1100	Grants & Donations Received	-	-
1110	Council Tax Support Grant	1,665	833
1200	Garden rents	125	125
1220	Allotment rents	15	15
1230	Beacon Road Substation Lease	30	30
1250	Football pitch fees	360	20
1270	SCC: Annual grass cutting	-	3,628
1999	Other income	-	432
	Income	70,522	39,242

Nominal Code	Description	Current Budget £	Actual to 31/07/2020 £
200	Administration		
4000	Staff salary	13,672	4,126
4020	Employer's National Insurance	625	150
4030	Payroll Services	78	-
4050	Use of Home as Office	124	59
4100	Insurance	3,200	3,163
4110	Audit Fees	515	135
4120	Photocopier: Rental/Maint.	753	176
4121	Photocopier: Copy charge	700	287
4125	Stationery	200	136
4127	Village Directory	150	-
4130	Postage	50	161
4140	Council mobile	240	82
4150	Subscriptions	500	507
4160	Training	140	-
4170	Election expenses	-	-
4190	Mileage expenses	400	78
4195	Parking fees	12	3
4200	Play areas	5,000	52
4210	RPC Website	100	20
4211	Village website	45	12
4220	IT/Software	250	274
4230	s.137 Expenditure	100	100
4240	Mowing	16,000	5,001
4250	Bin emptying	3,000	1,922
4260	Trees	2,000	-
4270	Environmental contract	12,000	3,527
4320	Capital expenditure	400	-
4330	Other administration	2,000	115
4999	Contingency	5,000	-
	Expenditure	67,254	20,087
	TOTAL EXPENDITURE	60,757	20,087
	TOTAL INCOME	61,729	39,242
	NET INCOME OVER EXPENDITURE	972	19,155

Coding	Description	Opening Funds £	Actual to 31/07/2020 £	Remaining Funds £
Earmarked Reserves				
4400/320	BKV/Environ improvements	8,152	1,814	6,338
4410/321	EA funding	15,152	6,344	8,808
4420/322	Brook Hollows	10,000	-	10,000
4430/323	Bus Shelter - Knowles Hill	8,026	-	8,026
4440/323	Craythorne fence & car park		-	
4450/323	Jubilee Orchard tree removal		-	
4460/323	Noticeboard - Knowles Hill		-	
4470/324	Shotwood Close POS	650	-	650
TOTAL		41,980	8,158	33,822