



Rolleston on Dove Parish Council

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

Mobile: 07908 545412 (Office hours)
Email: rollestonpc@outlook.com

Our Ref: MD

01 June 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 08 June 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 observe the meeting and participate in the Public Forum by logging onto Webex. Please email the Parish Clerk (rollestonpc@outlook.com) for the login details no later than 12 noon on the day of the meeting.

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 Friday 05 June 2020 for consideration by the parish council.

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

| Planning Application No. | Address | Proposal |
|---------------------------------|-----------------------------------|---|
| P/2020/00423 | Winter House Hall Grounds | Felling of 1 Hazel tree, 1 Laurel tree, 1 Sycamore tree, reduction of 1 Holly tree back to original points and crown raising by up to 5.6 metres and cut back by up to 1.5 metres of 1 Sycamore tree (W14 of TPO 1) |
| P/2020/00443 | 3 Field Drive | Demolition of existing garage and erection of a two storey front extension and a single storey rear extension |
| P/2020/00495 | Thornley Hollows 2 Church Road | Erection of single storey rear and side extensions, replacement windows, re-rendering of dwelling, erection of a detached triple garage, conversion alterations of existing outbuilding to form ancillary accommodation (Revised Scheme) |
| P/2020/00514 | The Old Dairy Anslow Lane | Raise crown by up to 2m to Silver Birch to remove branch overhanging driveway (Tree 1 - front of property), raise crown by up to 2m in order to remove branch overhanging neighbours garage and to remove diseased branch overhanging driveway to one Mountain Ash (Tree 2 front of property), raise crown by up to 1m in order to remove branch overhanging neighbour's garage and side branch from base to one Prunus 'Amanogawa' (Tree 3 - rear of property) |
| TPO 408 | 2 The Lawns | Temporary TPO made on 28 May 2020 re 1 No. Sycamore Tree in the property's front garden. The temporary TPO will be in force for six months, after which time it will be confirmed if there are no objections. |

2.2 Planning Decisions

| Planning Application No. | Address | Proposal |
|---------------------------------|--|---|
| P/2018/01506 | Land opposite Norwood Cottage Hall Grounds | Reserved Matters application relating to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale |
| Approved | | |
| P/2020/00341 | Rolleston Scout Headquarters Station Road | Erection of two storey and single storey side and rear extensions and rear canopy area |
| Permitted | | |

| | | |
|--|---|---|
| P/2020/00370 | 5 Church Road | Removal of 26 Leylandii Cypress trees |
| The LPA has no objection to the work and does not propose to make a TPO in this instance | | |
| P/2020/00386 | Opposite to Rolleston Club 15 Burnside | Reduction in size of Willow by approx. 20%, length of reduction around 3 to 4m (T1), fell two self-set Willows (T2 and T3), reduction in size of Willow by 20% (T4), crown raise and cut back from BT pole and clear phone wire of one Alder (T5), re-pollard Willow stump (T6) |
| The LPA has no objection to the work and does not propose to make a TPO in this instance | | |

3. **REVIEW SCOPE OF WORKS TO TREES ON BURNSIDE (P/2020/00386) (Minute No. 206.1 2019/20 refers)**
4. **TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MAY 2020 (ENCLOSURE 1)**
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
6. **COUNTY COUNCILLOR'S REPORT**
7. **BOROUGH COUNCILLOR'S REPORT**
8. **PARISH COUNCILLORS' REPORTS**
9. **FINANCIAL MATTERS**
- 9.1 **Schedule of payments**

| Payee | Description | Payment Method | Gross £ | VAT £ |
|----------------------------------|--|---------------------------|-----------------|--------------|
| EE Ltd | Council mobile | DD (paid 19/05/2020) | 24.68 | 4.11 |
| PEAC (UK) Ltd | Photocopier: Rental | DD (paid 03/06/2020) | 210.74 | 35.12 |
| 1&1 IONOS Ltd | RPC Website | DD | 5.99 | 1.00 |
| P Gould | Mowing contract | BACS | 1,250.14 | 0.00 |
| HMRC | NI/PAYE – 1 st quarter | BACS | 916.94 | 0.00 |
| Clerk | Clerk's salary and expenses | BACS | 871.61 | 1.00 |
| Clerk | Reimbursement re: Office 365 licence renewal £59.99 McAfee licence renewal (2 years) £119.99 | BACS (paid 28/05/2020) | 179.98 | 30.00 |
| Viking | Postage stamps £75.74 Stationery £15.47 | BACS | 91.21 | 2.58 |
| Horninglow & Eton Parish Council | Contribution to COVID-19 Joint Fund | BACS (paid 29/05/2020) | 100.00 | 0.00 |
| Woodside Nurseries | Planters: Summer planting | BACS | 300.00 | 0.00 |
| | | | 3,951.29 | 73.81 |

9.2 **Bank Reconciliation as at 31 May 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 | 35,554.50 | 1,171.50 | 36,726.00 |
| | LESS Expenditure | 11,958.63 | - | 11,958.63 |
| 31 May 2020 | Bank Statement | 34,203.26 | 57,726.95 | 91,930.21 |

10. **2020/21 BUDGET AS AT 31 MAY 2020 (ENCLOSURE 2)**

11. **FLOODING IN THE VILLAGE**

To receive updates on:

- a) Compilation of the draft Community Flood Plan
- b) Responses from the Environment Agency

12. **SOCIAL MEDIA POLICY (Minute Nos. 194.1 2019/20 and 8.2 2020/21 refer)**

13. **ROLLESTONIAN OF THE YEAR: CRITERIA REVIEW (ENCLOSURE 3)**

14. **CORRESPONDENCE**

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

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

15. **EXCLUSION OF THE 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.

16. **PROPERTY LEVEL RESILIENCE (Minute No. 187(c) 2019/20 refers) (ENCLOSURE 4 – COUNCILLORS ONLY)**

17. **STAFFORDSHIRE FA: PITCH IMPROVEMENT PROGRAM REPORT (Minute No. 199 2019/20 refers) (ENCLOSURE 5 – COUNCILLORS ONLY)**

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 11 MAY 2020 COMMENCING AT 7.30 PM**

PRESENT

Councillor S McManus (in the Chair)

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

In attendance

County Councillor White

1 Member of the public

Mary Danby, Clerk

PUBLIC FORUM

There was no Public Forum as this had been suspended for the meeting (as advised on the Agenda).

1. APOLOGIES FOR ABSENCE

Councillor Toon

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Robson declared a disclosable non-pecuniary interest in Minute No. 3.1 (P/2020/00416) as his home is to the rear of the applicant property.

Councillor Wyatt declared a disclosable non-pecuniary interest in Minute No. 3.1 (P/2020/00341) as he is a member of the Scout Group's Executive Committee.

3. PLANNING

3.1 Planning Applications

| Planning Application No. | Address | Proposal |
|---|--|--|
| P/2020/00325 Objection – see Annex 1 | Land adjacent to 97 Station Road | Construction of raised plateau and compensatory floodplain storage |
| P/2020/00341 No objection | Rolleston Scout HQ Station Road | Erection of two storey and single storey side and rear extensions and rear canopy area |
| P/2020/00386 No comment (application made on behalf of the parish council) | Opposite to Rolleston Club 15 Burnside | Reduction in size of Willow by approx. 20%, length of reduction around 3m to 4m (T1), fell two self-set Willows (T2 and T3), reduction in size of Willow by 20% (T4), crown raise and cut back from BT pole and clear phone wire of one Alder (T5), re-pollard Willow stump (T6) |
| P/2020/00388 No objection | 18 Brookside | Erection of a single storey rear extension |

| Planning Application No. | Address | Proposal |
|--------------------------|----------------------------|--|
| P/2020/00416 | Grey Gable Hall Grounds | Crown reduction in height by up to 1.5m of 1 Conifer hedge, overall crown reduction by up to 1.5m of 1 Acer tree, crown reduction in height by up to 1m of 1 Lawson cypress tree, removal of small branches of 1 Rowan tree, crown lifting by up to 3m of 2 Lime trees and cut back 1 Lime tree away from BT lines |
| No objection | | |

3.2 **Planning Decisions**

RESOLVED That the planning decisions set out in the agenda be noted.

4. **MINUTES**

RESOLVED That the Minutes of the Council meeting held on 09 March 2020 be approved and signed as a true record.

5. **MATTERS ARISING**

Public Forum – Flooding

Councillor S McManus reported that he had been in contact with the Environment Agency (EA) and they had agreed to come to a parish council meeting. He reported that a resident, Allan Boast, had also been in contact with the EA and he had copied his emails and the responses to the council Chair.

The EA have said that they do not have any sluices on the River Dove or the brook, only at the Tutbury Mill Fleam, on the night of 16 February the Rivers Trent and Dove had filled up, and then the brook.

Councillor S McManus said that he had raised the issue of flooding with Kate Griffiths MP and a meeting with her, the EA and the parish council was to be arranged. County Councillor White said that he would like to be involved in the meeting.

A further email had been sent to the EA requesting clearance of the brook and copies of the Inspection Reports had also been requested. **It was agreed** that a copy of the email should be provided to all parish councillors.

Councillors noted that:

- On the night in question the River Trent level was not particularly high, so it was assumed that the debris blocking the brook must have caused the flooding.
- The repeated flooding when the River Dove clearly has capacity to take the water is the main issue, properties in Anslow Lane and Burnside are also affected.

County Councillor White said that the EA needs to be held accountable – the policy of not removing debris and lack of dredging of the brook is not credible.

Councillors queried who is responsible for the Brookside Ford where there are now deep channels on either side of what has become an island. County Councillor White said he would seek clarification from Staffordshire Highways on the rules and regulations regarding fords

and he would liaise with Councillor Gooding and Brookside residents as to whether the Ford is necessary.

Councillor S McManus said that surface water flooding issues had been raised with ESBC by Barry Edwards and that he had forwarded some of Mr Edwards correspondence to Kate Griffiths MP seeking her intervention.

Councillors queried if works on private properties on Beacon Road/Chapel Lane would adversely impact on the flooding issues in that area. County Councillor White said that the County Council had the budget in place this year to resurface the road, but it has been revealed that the sewer network needs to be completely restructured by Severn Trent. Severn Trent had committed to undertake this work, but no timescale had been given and the County Council were unwilling to resurface the road prior to the sewer works being completed. He had sought Kate Griffiths MP's help and she was to write to Severn Trent's CEO to request that the work be done at the earliest possible opportunity.

Minute 187(f) Community Flood Plan

Councillor Wyatt reported that he was working on the Community Flood Plan.

6. COUNTY COUNCILLOR'S REPORT

County Councillor White said that the County Council was focussed on the Covid-19 outbreak and invited queries from councillors. Councillors noted that the pot holes on Anslow Lane had been badly completed; there are marked up pot holes on Station Road and Church Road which are getting worse; Cornmill Lane had three pot holes – one had been repaired, one had been marked up and one left unmarked.

Councillor S McManus advised all councillors to report these, and other highway issues, on the County Council's online reporting portal. He also said that the issue of potholes, i.e. the lack of a co-ordinated approach to repairs and poor workmanship, had been reported by all parish councils at a recent meeting with Kate Griffiths MP.

County Councillor White said that the Government does not give the County Council enough money for repairing/maintaining roads and the County Council is doing its best.

7. BOROUGH COUNCILLOR'S REPORT

Report unavailable as Councillor Toon had given her apologies for absence.

8. PARISH COUNCILLORS' REPORTS

8.1 Councillor Wyatt:

- Reported that the bus shelter on Church Road (Tutbury bound) was very dirty. The council gave permission for him to clean the shelter.

8.2 Councillor E McManus:

- Reported that a tree was down over part of the Jinny Trail footpath. Councillor Stewart said that her husband was dealing with this and it would be removed.
- That there were now just over 850 members of the Facebook page. She had also drafted a Social Media policy, and this was with the Chair for review.

8.3 Councillor Stewart:

- Referred to the landslide on part of the bank on the Jinny Trail close to the Stretton Parish Council boundary, approximately 90% of the landslide was on the Rolleston side of the boundary. She said she knew a local resident, Bill Peacock, who would be able to advise on how to best deal with the issue. **It was agreed** that Councillor Stewart and the Chair should meet with Mr Peacock.
- Noted that two bins on the Stretton side of the Jinny Trail had been set fire to and thought this was worth bearing in mind should requests be made for bins to be installed on the Rolleston section of the Trail.
- Reported that the stile on the track adjacent to the Craythorne Road playing field was broken. **It was agreed** that the council's contractor be instructed to repair the stile.

8.4 Councillor Sanderson:

- Said that he was aware that Stretton Parish Council had contracted with Bill Peacock (see Minute 8.3 above) to do work on the Jinny Trail landslide. **It was agreed** that the Clerk check with Stretton Parish Council to see what has been agreed with a view to joining forces to getting the problem resolved.

POST MEETING NOTE:

The Clerk contacted the Stretton Parish Clerk who confirmed that Bill Peacock had been asked to give advice on drainage problems further along the Jinny Trail and whilst on site he was asked for his advice on resolving the landslip. Stretton Parish Council have not accepted liability or responsibility of the whole area of the landslip. They are awaiting the formal report (which they will forward to RPC) but they have accepted the quotation for the works to be done – they will liaise with RPC in due course to agree splitting the cost for the landslip works.

- Reported that the planters are being replaced this week as part of the normal contract. Rolleston Club had given permission for their outside tap to be used if required to water the planters. **It was agreed** that the council's contractor be advised that the planters were to be replaced and would need regular watering.

8.5 Councillor Robson:

- Reported that the Jubilee Orchard was currently getting a lot of use by residents.
- Reported that the fence between the Orchard and the allotments had been pulled down and this had been robustly secured by the council's contractor.

The meeting concluded at 8.55pm due to a problem with the Webex technology (no audio). It was agreed that the meeting would reconvene on 12 May 2020 at 7.30pm.

MINUTES OF THE RECONVENED VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 12 MAY 2020 COMMENCING AT 7.30 PM

PRESENT

Councillor S McManus (in the Chair)

Councillors Badcock, Gooding, , E McManus, Robson, Sanderson, Stewart and Wyatt

In attendance

1 Member of the public

Mary Danby, Clerk

APOLOGIES FOR ABSENCE

Councillors Houston and Toon

8.7 Councillor Badcock:

- Reported that ESBC's Councillor Community Fund is concentrating on helping people in need during the COVID-19 crisis, particularly people who do not have enough money for food. The Fund is now open for applications up to £500. He confirmed that the County Council has a similar scheme in place where County Councillors have £2,500 each to allocate in their Wards.
- Asked if it was an appropriate time, given the latest Government guidelines, to contact the Burton Conservation Volunteers to commence the footpath maintenance works. **It was agreed** that the BCV be advised that they may commence the work provided they can satisfy the social distancing guidelines as required by the Government.

8.9 Councillor S McManus:

- Reported that Clive Baker had given an update saying that he was working on the Station website and that he was producing a booklet for publication containing information on the railway line between Burton and Tutbury. Mr Baker also said that group members who are permitted to walk during the Lockdown are maintaining minimum maintenance at the Station site. Weeding and dead-heading has been carried out and the platform bench is undergoing re-painting and will be re-assembled on site as soon as possible.
- In response to a query from Councillor Robson, said that the trees provided by RPC on the right-hand side of the entrance to the Jinny Trail were still RPC's responsibility and could be pruned by Councillor Robson - the Station Group would be advised that this work would be done.
- Reported that a tree and hedging on Meadow View backed onto a Forest School Street resident's garden and a complaint had been raised by them. Following a site visit the tree branches which overhung the resident's garden had been trimmed and the hedge would be reduced to half its height by the council's contractor after the bird nesting season has finished.
- Given the latest Government guidance it was noted that Bellway would soon be operating on the College Field site and he said that residents may raise concerns/issues regarding those works in the coming weeks/months.
- Reported that he had been contacted regarding the possibility of a permanent memorial being provided to mark Andy Starbuck's contribution to the village. He said that he would

contact Mr Starbuck's son on what memorial the family might like to see, and he asked that councillors give some thought as to the type of memorial that might be provided.

9. FINANCIAL MATTERS

9.1 Schedule of payments

| Payee | Description | Payment Method | Gross £ | VAT £ |
|--------------------------------|--|----------------|-----------------|---------------|
| 1&1 IONOS Ltd | RPC website | DD | 5.99 | 1.00 |
| Zurich Municipal | 2020/21 Insurance premium | BACS | 3,163.41 | 0.00 |
| Freeola Ltd | Village website | DD | 13.86 | 2.31 |
| Viking | Postage stamps (£28.68) Stationery (£68.68) | BACS | 97.36 | 12.02 |
| Clerk's salary | Clerk's salary and expenses | BACS | 872.80 | 0.17 |
| P Gould | Mowing contract | BACS | 1,250.14 | 0.00 |
| J Deacon | Environmental Officer (£914.53) Renew broken stile on Footpath 9 (£66.00) | BACS | 980.53 | 163.42 |
| Toplis Associates Ltd | 2019/20 Internal Audit fee | BACS | 161.76 | 26.96 |
| Rialtas Business Solutions Ltd | Accounts software: Annual support and maintenance fee | BACS | 148.80 | 24.80 |
| EE Ltd | Council mobile (April) | DD | 24.68 | 4.11 |
| | | | 6,719.33 | 234.79 |

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation as at 30 April 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 | 35,504.50 | 1,168.99 | 36,673.49 |
| | LESS Expenditure | 4,959.32 | - | 4,959.32 |
| 30 April 2020 | Bank Statement | 41,152.57 | 57,724.44 | 98,877.01 |

RESOLVED That the above was a true record.

10. INTERNAL AUDIT

10.1 Internal Audit report for the Year Ended 31 March 2020

RESOLVED THAT:

- a) The Clerk be thanked for getting the council through with a clean audit without any comments.
- b) The report be noted.

10.2 Appointment of Internal Auditor

RESOLVED That Toplis Associates be re-appointed as the council's Internal Auditor for the 2020/21 financial year.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

11.1 Section 1 – Annual Governance Statement 2019/20

RESOLVED THAT:

- 11.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 11.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 11.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 11.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 11.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 11.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
- 11.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 11.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
- 11.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2020 be approved and the Chair be authorised to sign the document.

11.2 Section 2 – Accounting Statements 2019/20

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2020 be approved and that the Chair be authorised to sign the document.

12. DELEGATION OF AUTHORITY

- 12.1 **RESOLVED** That 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.
- 12.2 **RESOLVED** That the above Delegation of Authority be added to the council's Standing Orders as Standing Order 18 and the remaining Standing Orders be renumbered.

13. ANNUAL MEETING OF THE COUNCIL

RESOLVED That the Annual Meeting of the Council be held at the next face-to-face meeting of the council.

14. POSTPONEMENT OF THE ANNUAL PARISH MEETING

RESOLVED That arrangements for the Annual Parish Meeting be put on hold pending clarification from the Government on when such meetings may be held.

15. ANNUAL REVIEW OF POLICIES

RESOLVED That the following documents be accepted without any amendments being required:

- Anti-Fraud and Corruption Policy
- Members and Officers Subsistence/Mileage Policy

**16. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND:
EAST STAFFORDSHIRE ELECTORAL REVIEW – COVID-19 UPDATE**

RESOLVED That the report be noted.

17. CORRESPONDENCE

17.1 Staffordshire Parish Councils' Association (SPCA)

The weekly SPCA Bulletins had been forwarded to all councillors.

17.2 Broken stile, Footpath 9 (Anslow Lane to Tutbury Road)

Several members of the public had reported that the first stile on Footpath No. 9 from Anslow Lane was broken. The council's contractor was instructed to repair the stile – this work has been completed.

RESOLVED THAT:

- a) The above be noted.
- b) A Minute be recorded thanking John Deacon for the good work he had done in repairing the stile.

17.3 Request for the removal of a speed hump

A resident contacted the council requesting support in their request to Staffordshire Highways for a speed hump to be removed from in front of their property. The resident has been advised that the council has no authority regarding Highways and that their email has been forwarded to the County Councillor with a request that he investigate this matter.

Councillors agreed that the council would not want to see speed humps removed in the village as this would result in issues with speeding vehicles.

RESOLVED That the above be noted.

The meeting closed at 7.58 pm

Signed

Date

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

| Nominal Code | Description | Current Budget £ | Actual to 31/05/2020 £ |
|--------------|------------------------------|---------------------|------------------------------|
| 100 | Income | | |
| 1076 | Precept | 68,300 | 34,150 |
| 1090 | Interest Received | 27 | 5 |
| 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 | - |
| 1250 | Football pitch fees | 360 | - |
| 1999 | Other income | - | 432 |
| | Income | 70,522 | 35,560 |

| Nominal Code | Description | Current Budget £ | Actual to 31/05/2020 £ |
|--------------|------------------------------------|---------------------|------------------------------|
| 200 | Administration | | |
| 4000 | Staff salary | 13,672 | 1,680 |
| 4020 | Employer's National Insurance | 625 | - |
| 4030 | Payroll Services | 78 | - |
| 4050 | Use of Home as Office | 124 | 30 |
| 4100 | Insurance | 3,200 | 3,163 |
| 4110 | Audit Fees | 515 | 135 |
| 4120 | Photocopier: Rental/Maint. | 753 | - |
| 4121 | Photocopier: Copy charge | 700 | 110 |
| 4125 | Stationery | 300 | 105 |
| 4127 | Village Directory | 150 | - |
| 4130 | Postage | 50 | 33 |
| 4140 | Council mobile | 240 | 41 |
| 4150 | Subscriptions | 550 | 507 |
| 4160 | Training | 140 | - |
| 4170 | Election expenses | - | - |
| 4190 | Mileage expenses | 400 | 38 |
| 4195 | Parking fees | 12 | 1 |
| 4200 | Play areas | 5,000 | - |
| 4210 | RPC Website | 100 | 10 |
| 4211 | Village website | 45 | 12 |
| 4220 | IT/Software | 300 | 274 |
| 4230 | s.137 Expenditure | 100 | 100 |
| 4240 | Mowing | 16,000 | 2,500 |
| 4250 | Bin emptying | 3,850 | 961 |
| 4260 | Trees | 2,000 | - |
| 4270 | Environmental contract | 12,000 | 1,608 |
| 4320 | Capital expenditure | 400 | - |
| 4330 | Other administration | 2,000 | - |
| 4400 | BKV/Environ. Improvements | - | - |
| 4410 | EA Funding | - | - |
| 4999 | Contingency | 3,950 | - |
| | Expenditure | 67,254 | 11,308 |
| | | | |
| | TOTAL EXPENDITURE | 67,254 | 11,308 |
| | TOTAL INCOME | 70,522 | 35,560 |
| | NET INCOME OVER EXPENDITURE | 3,268 | 24,252 |

| Coding | Description | Opening Funds £ | As at 31/05/2020 £ |
|---------------------------|------------------------------|----------------------------|-----------------------------------|
| Earmarked Reserves | | | |
| 4400/320 | BKV/Environ improvements | 8,152.46 | 8,152.46 |
| 4410/321 | EA funding | 15,152.12 | 15,152.12 |
| 4420/322 | Brook Hollows | 10,000.00 | 10,000.00 |
| 4430/323 | Bus Shelter - Knowles Hill | 8,026.00 | 8,026.00 |
| 4440/323 | Craythorne fence & car park | | |
| 4450/323 | Jubilee Orchard tree removal | | |
| 4460/323 | Noticeboard - Knowles Hill | | |
| 4470/324 | Shotwood Close POS | 650.00 | 650.00 |
| | TOTAL | 41,980.58 | 41,980.58 |

**ROLLESTON ON DOVE PARISH COUNCIL
08 JUNE 2020**

**AGENDA ITEM NO. 13
ROLLESTONIAN OF THE YEAR: CRITERIA REVIEW**

Following the postponement of seeking nominations for Rollestonian of the Year 2020, the Chair has asked that the council consider reviewing the nomination criteria.

The current text, which includes the criteria (in yellow), is as follows:

ROLLESTONIAN 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 xxx Meeting by the Chairman of the Parish Council, or in his absence the Vice-Chairman of the Parish Council. Nominations should be sent to the Parish Council Clerk by xxx and should include a brief note supporting the nomination. Nomination boxes will also be sited in Starbucks News and at Rolleston Club for the duration of xxx.

All Councillors will be given a voting paper listing all nominations at the Parish Council meeting on xxx. 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”.