

# Rolleston on Dove Parish Council

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

06 July 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 13 July 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 Zoom. Please email the Parish Clerk ([rollestonpc@outlook.com](mailto: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](mailto:rollestonpc@outlook.com)) no later than 3pm on Friday 10 July 2020 for consideration by the parish council.

## 1. DECLARATIONS OF INTEREST

## 2. PLANNING MATTERS

### 2.1 Planning Applications

Application No.	Location	Proposal
P/2020/00255	Land at Brook House 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

Application No.	Location	Proposal
P/2020/00499	238 Station Road	Erection of a replacement dwelling with detached garage/car barn
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)
P/2020/00600	St Marys Close 5 Church Road	Felling of 1 Leylandii tree and 1 Wych Elm tree
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
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

## 2.2 Planning Decisions

Application No.	Location	Proposal
P/2020/00210	Cliff House Dovecliff Road	Erection of part first floor and two storey rear extension and extension to existing outbuilding to provide double garage with first floor storage including change of use of land to form part of domestic curtilage
Permitted		
P/2020/00388	18 Brookside	Erection of a single storey extension
Permitted		
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
The LPA has no objection to the work and does not propose to make a TPO in this instance		
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 No. 1)
Consent granted		
P/2020/00443	3 Field Drive	Demolition of existing garage and erection of a two storey front extension and a single storey rear extension
Permitted		

**3. TPO 408 (Minute No. 20.1 2020/21 refers)**

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.
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Clarification to be sought from the Tree Officer on why the tree needs to be protected and who raised the application. Application to be reconsidered at the next meeting of the council.

ESBC responded as follows:

*I would advise you that the LPA are currently undertaking a review of the TPO register, 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 did not appear to have been confirmed. Therefore, a new TPO was made.*

*In respect of the species of the tree I would advise that Tree Preservation Orders are placed to protect trees which bring significant amenity benefit to the local area. They can be placed on any species of tree, and it is not restricted solely to native tree species.*

*Although sycamores are not native trees they are considered to be naturalised and thought to have been brought over by the Romans or in the 1500's. They can grow to 35m tall and live for over 400 years, their size, longevity and tolerance to pollution means that they make ideal urban trees that provide us with high amenity value.*

*Not only this they also provide an important role in our eco system, they are very attractive to aphids and some species of caterpillar which support a number of other species including birds, ladybirds and hover flies. The nectar is a good source of food for bees and other insects and its seeds are also eaten by birds and other mammals and it supports a wide range of lichen. Their wood is also sought after for musical instruments and veneers.*

*There are a number of non-native trees in our landscapes that bring a number of benefits to our environment, which should not be discounted when protecting our tree cover.*

*Removal of the ivy from the tree can be carried out by the owner without the need for consent. The owner is still able to apply for the removal of the low hanging branch, a TPO does not prevent such an application.*

- 4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 08 JUNE 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 £
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 <sup>nd</sup> 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 emptying bins (Quarter 2/4)	BACS (paid 02/07/2020)	1,153.26	192.21
			<b>9,978.61</b>	<b>249.44</b>

## 9.2 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	<b>PLUS</b> Income	39,212.42	1,173.79	40,386.21
	<b>LESS</b> Expenditure	23,477.63	-	23,477.63
30 June 2020	Bank Statement	26,342.18	57,729.24	84,071.42

## 10. 2020/21 BUDGET AS AT 30 JUNE 2020 (ENCLOSURE 2)

### 11. MARIE CURIE EMERGENCY APPEAL

The Marie Curie Community Fundraiser for South Staffs has approached the council asking:

*Can Rolleston on Dove Parish Council make a donation towards our Emergency Appeal please which will support the Marie Curie nursing service that cares for families in Rolleston on Dove?*

*Schools: back on. Sport: back on. Socialising: back on. We wish we could put normal life back on for dying people, and those left behind. But we can't. Life may be beginning to start up again. But for people with a terminal diagnosis, and families devastated by loss, there's no going back. Our nurses have been here through it all, day and night, seven days a week, caring for people with and without coronavirus. We never stopped. Right now, more people need us than ever before.*

*The communities ongoing support is enabling our front-line staff to continue providing nursing care across Rolleston on Dove and surrounding area. So many of you have stood by us, and we can't thank you enough for all you've done. But with events still cancelled and gatherings on ice, much of our fundraising is still on hold. We urgently need your support.*

*Any support that can be offered will be greatly appreciated however I do appreciate that there are many wonderful charities out there all of which are struggling at the moment.*

*Many donors ask about where do donations go to considering we're a national hospice so to confirm any donations can be restricted to a specific service or resource of ours therefore for example if the Rolleston on Dove Parish Council do make a donation then this can be restricted to our nursing service that is offered in the DE13/Rolleston on Dove catchment.*

**12. CRAYTHORNE ROAD PLAYING FIELD AND CAR PARK**

To retrospectively approve the closure of the car park and the installation of a gate at a cost of £350 plus VAT.

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

Rolleston FC have 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 wants to initiate the process/discussion. Specific details can be discussed as required. The Club would look to assign/ask for volunteers to lead the task within the Club.

**14. PARISH ONLINE**

To consider whether the council would benefit from subscribing to Parish Online at a cost of c£190 plus VAT per annum (less 20% discount which would be held for at least five years).

Parish Online 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.

**15. LOCAL GOVERNMENT ASSOCIATION: MODEL MEMBER CODE OF CONDUCT CONSULTATION**

The Local Government Association (LGA) is 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.

The role of councillor in all tiers of local government is a vital part of the country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with the trust. As such, it is important that councillors can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. The LGA wants the role of councillor to be one that people aspire to and want to participate with. They want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their communities.

All councils are required to have a local Member Code of Conduct. The Model Member Code of Conduct is now out for consultation. It has been developed in collaboration with the sector and will offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. Once finalised, the LGA will also offer support, training and mediation to councils and councillors on the application of the Code, whilst NALC and the county associations of local councils can offer advice and support to town and parish councils.



The consultation document is attached (**Enclosure 3**). NALC is 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. The consultation questionnaire should be completed online and can be accessed at: ([https://research.local.gov.uk/jfe/form/SV\\_blupYNXmiJ0xECV](https://research.local.gov.uk/jfe/form/SV_blupYNXmiJ0xECV)) .

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

The Local Boundary Commission for England (LGBCE) published draft recommendations for new wards, boundaries and ward names for East Staffordshire Borough Council and they are now inviting comments on those recommendations. The consultation closed on 07 September 2020. Extracts from the draft recommendations are attached at **Enclosure 4**, the full report can be accessed at: <https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>

**17. Correspondence**

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

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

**17.2 Craythorne Playing Field and Car Park: Waste bins**

A resident emailed the council as follows:

*ESBC are providing a terrible inefficient service for residents. I have already written them asking why the parish pay for such an inefficient service. Most other local authorities use a proper micro compactor (basically a mini dustbin lorry) to collect litter bins. ESBC are still using a system where two people turn up, in a flatbed van, swap the bins and take the exchanged bins to the tip. The maximum amount of wheelie bins they can get on the back of their van is about 12 bins. This is completely unacceptable, unproductive and a waste of time and money for rate payers.*

*Can you discuss this at your next council meeting please? Ratepayers are getting service which is either been overpaid for by the parish or subsidised by the wider Borough? There is no way a commercial operation could afford to be so inefficient.*

*I speak from experience having previously worked in Environmental Services for a local authority and having been involved with managing and procuring these kind of waste services.*

**17.3 Request to use The Croft**

Doveside WI have 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 ask 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.

**18. 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.

**19. STAFFORDSHIRE FA: PITCH IMPROVEMENT PROGRAM REPORT (Minute Nos. 199 2019/20 and 34 2020/21 refer) (ENCLOSURE 5 – COUNCILLORS ONLY)**

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON MONDAY 08 JUNE 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**

4 Members of the public

Mary Danby, Clerk

**PUBLIC FORUM**

**Barry Edwards** asked for an update on the electric fence that had been installed on Footpath No. 5 and expressed his concern that the footpath width was now 1.5m and asked if this could be increased to 2m to better accommodate the social distancing restrictions for walkers. Councillor Badcock said that he was in contact with the landowner and he would put the request to them.

**Shaun Adams** expressed his frustration that Staffordshire Highways had not taken advantage of the Lockdown restrictions which had seen a significantly reduced volume of traffic and the potholes in the village could have been repaired. He gave an example of the pothole at the top of Knowles Hill which was getting bigger. Councillor S McManus said that this issue had been raised with the County Councillor at the previous meeting and he was doing as much as he can. This issue had also been raised with the local MP, not just the work that needs to be done but also the quality of the work when this is done.

Mr Adams referred to the TPO 408 application and asked if the council knew who had raised the application. He said he knew the property owner and the owner had been unaware of the application until he received the notification. Councillor S McManus said that the council did not know who had raised the application but would put this question to ESBC.

**John Travers** referred to the planning application for land adjacent to 97 Station Road and asked if the council were aware of the application and would the council be commenting on it. Councillor S McManus said that the application had been considered at the previous meeting and a strong objection had been submitted to ESBC.

**18. APOLOGIES FOR ABSENCE**

Councillors Peate and Toon.

**19. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Gooding declared a disclosable pecuniary interest in Minute No. 36, and he took no part in the discussion or voting thereon.

**20. PLANNING**

**20.1 Planning Applications**

Application No.	Location	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)
No objection		

Application No.	Location	Proposal
P/2020/00443	3 Field Drive	Demolition of existing garage and erection of a two storey front extension and a single storey rear extension
No objection		
P/2020/00495	Thorny 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)
Comment: The parish council would like the garage to be rendered to be in keeping with the rest of the proposed development		
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)
No objection		
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.
Clarification to be sought from the Tree Officer on why the tree needs to be protected and who raised the application. Application to be reconsidered at the next meeting of the council.		

20.2 **Planning Decisions**

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

21. **REVIEW SCOPE OF WORKS TO TREES ON BURNSIDE (P/2020/00386) (Minute No. 206.1 2019/20 refers)**

**RESOLVED THAT:**

T3 (self-set Willow) should not be felled and should instead be tidied up.

T6 (Willow stump) should not be re-pollarded and should instead be tidied up.

22. **MINUTES**

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

23. **MATTERS ARISING**

8.1 Councillor Wyatt reported that the bus shelter had been cleaned.

8.2 Councillor Stewart reported that the tree had been cleared from the Jinny Trail.

8.3 It was reported that Dr Peacock's report had been submitted to Stretton Parish Council regarding the landslip on the Jinny Trail. He said that this was a very unusual circumstance



and is very unlikely to happen elsewhere on the Trail. He also said that the parish boundary changed due to the railway line and the landslip is on the Stretton side and that Stretton Parish Council is to look at drainage.

**AGREED** That Stretton Parish Council be asked to provide an update.

- 8.9 Councillor Robson reported that the weeds were now taller than the trees and it had not been possible to prune the trees. Councillor Stewart said that her husband would be willing to help in clearing the weeds.
- 8.9 Councillor S McManus reported that Bellway had advised that they were looking to the return to work on the College Field site in August/September 2020.
- 24. COUNTY COUNCILLOR'S REPORT**  
No report was available.
- 25. BOROUGH COUNCILLOR'S REPORT**  
No report was available.
- 26. PARISH COUNCILLORS' REPORTS**
- 26.1 Councillor Wyatt reported that:
- Another tree had broken/snapped onto the Jinny Trail.
  - Foliage was growing over road signs around the village and the approaches to the village.
- AGREED** That the Contractor be asked to clear the foliage from the road signs.
- The draft Community Flood Plan should be ready for sharing with councillors by the end of June.
- 26.2 Councillor Stewart reported that:
- A gap in the Bellway boundary fence had been reported to the Site Manager and the site had been secured.
  - An update had been received from TREATS regarding the play tractor. Only the wheels remain to be sorted once they have access to the workshop again, after which the tractor can be brought back to the village (site to be confirmed).
- 26.3 Councillor E McManus reported that Estate Agents boards had again been erected at the junction of Church Road/Shotwood Close.
- AGREED** That the Estate Agents be requested to remove their boards.
- 26.4 Councillor Robson reported that he had received a complaint of the anti-social behaviour of a Dodslow Avenue resident, the complainant had been advised to report the issue to the Police.
- He said that he had also been advised that a van had been seen at Brook Hollows and people had taken logs from the site. Again, the informant had been advised to report the incident to the Police and ESBC.
- 26.5 Councillor Sanderson reported that:
- He had also been contacted regarding the anti-social behaviour of the Dodslow Avenue resident.

- That councillors had been thanked for their help to resolving the issue regarding access for a resident's mobility scooter.
- He asked if would be possible for the council to arrange for a standpipe to be provided on the Spread Eagle Island to provide water for the volunteers who maintain the garden. It was mentioned that there is a water butt to the rear of the bus shelter, but this is often empty in dry/drought conditions.

**AGREED THAT:**

- a) A quotation be sought for a standpipe to be installed, and
- b) The Contractor be asked to quote for refilling the water butt.

Councillor Robson asked if it the council could look at installing a water pipe for the Jubilee Orchard and allotments. It was felt that this would be cost prohibitive for the council. Councillor Wyatt said that there was a spare water butt in the village that could be located at the Orchard.

26.7 Councillor Gooding:

- Reported that the Ford sign on Brookside was obscured by foliage from a resident's property.

**AGREED** That a letter be sent to the resident asking them to maintain their hedge/foliage.

26.9 Councillor S McManus reported that:

- There is an increase of litter around the village, particularly on the Craythorne Road playing field. The Contractor had been instructed to carry out additional litter picks and volunteers were also litter picking. ESBC had been requested to provide two additional wheelie bins at the Craythorne site and additional collections from litter bins but they cannot agree to the requests due to staff shortages; the change to bin numbers and collections would also incur an additional cost.
- He referred to the report he had made to the previous meeting concerning a dispute between two householders about a hedge. A tree on the council's side has been cut back from the resident's fence. The hedge on the council's side is very tall and the council will need to consider how this needs to be dealt with later in the year.

**27. FINANCIAL MATTERS**

27.1 **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 <sup>st</sup> 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
<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>
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
J Deacon	Environmental Officer £914.53 Repair 2 <sup>nd</sup> broken stile on Footpath No. 9 £145.20	BACS	1,059.73	176.62
			<b>5,011.02</b>	<b>250.43</b>

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

**27.1 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	<b>PLUS</b> Income	35,554.50	1,171.50	36,726.00
	<b>LESS</b> Expenditure	11,958.63	-	11,958.63
31 May 2020	Bank Statement	34,203.26	57,726.95	91,930.21

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

**28. 2020/21 BUDGET AS AT 31 MAY 2020**

**RESOLVED** That the report be noted.

**29. FLOODING IN THE VILLAGE**

**29.1 Community Flood Plan (Draft)**

Councillor Wyatt reported that the draft Plan will be available for sharing by the end of June.

**29.2 Environment Agency**

Communications between the council and the Environment Agency had been circulated to all councillors and Brookside residents. Councillor Gooding reported that two actions had been requested of the council by the Environment Agency and **IT WAS AGREED THAT:**

1. Councillor Gooding would provide the Environment Agency with the addresses of those properties that flooded in the February 2020 flood.
2. The Clerk was asked to:
  - a) Identify the riparian landowners either side of the brook from the A511 Tutbury Road to Brook Hollows and from the Spread Eagle to where the brook joins the River Dove.
  - b) Write to the landowners informing them of their responsibilities to maintain the banks of the brook and clear debris and growth from the brook side.

Councillor Gooding reiterated his previous request that ESBC engage with the Environment Agency on the Brook Hollows project. Councillor Gooding was advised to put his request to Councillor Badcock who was leading on the project for the parish council.

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

Councillor S McManus reported that the Clerk had confirmed that the council already has a Social Media & Electronic Communication policy in place which is fit for purpose, however he and Councillor E McManus will draft a simple version to be posted periodically on the council's Facebook page.

**31. ROLLESTONIAN OF THE YEAR: CRITERIA REVIEW**

**RESOLVED** That the following revised wording (highlighted) be agreed:

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. **Written nominations should be sent or emailed to the Parish Council Clerk by xxx and must 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.

**32. CORRESPONDENCE**

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

The weekly SPCA Bulletins had been forwarded to all councillors.

Councillor S McManus said that the SPCA had organised a Zoom session to be presented by Parish Online. He and Councillor E McManus would be participating in the session. The software costs £190 pa and it has a good capability of linking assets to maps. He had taken advantage of a 90 day free trial but felt that it would be difficult to justify the annual cost. He believed that whilst an inventory could be built using the software he thought this could be done using Ordnance Survey maps and Excel. He was looking to build a comprehensive inventory of the council's assets as soon as possible in readiness for contract negotiations next year.

**33. 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.

**34. STAFFORDSHIRE FA: PITCH IMPROVEMENT PROGRAM REPORT (Minute No. 199 2019/20 refers)**

**RESOLVED** That the report be noted and shared with the council's Contractor.

**35. QUOTATION (Minute No. 8.3 2020/21 refers)**

**RESOLVED** That JT & R Deacon's quotation to build a new stile at Craythorne Road in the sum of £258.00 plus VAT be accepted.

**Councillor Gooding left the meeting at 9.34pm.**

**36. PROPERTY LEVEL RESILIENCE (Minute No. 187(c) 2019/20 refers)**

**RESOLVED** That the requests for contributory funding towards flood protection for properties in Brookside be agreed to a maximum of £1,000 per property.

The meeting closed at 9.50 pm

Signed .....

Date .....

ROLLESTON ON DOVE PARISH COUNCIL  
2020/21 BUDGET AS AT 30 JUNE 2020

Nominal Code	Description	Current Budget £	Actual to 30/06/2020 £
<b>100</b>	<b>Income</b>		
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	30
1250	Football pitch fees	360	-
1270	SCC: Annual grass cutting	-	3,628
1999	Other income	-	432
	<b>Income</b>	<b>70,522</b>	<b>39,217</b>

Nominal Code	Description	Current Budget £	Actual to 30/06/2020 £
<b>200</b>	<b>Administration</b>		
4000	Staff salary	13,672	3,286
4020	Employer's National Insurance	625	150
4030	Payroll Services	78	-
4050	Use of Home as Office	124	45
4100	Insurance	3,200	3,163
4110	Audit Fees	515	135
4120	Photocopier: Rental/Maint.	753	176
4121	Photocopier: Copy charge	700	110
4125	Stationery	200	122
4127	Village Directory	150	-
4130	Postage	50	113
4140	Council mobile	240	41
4150	Subscriptions	500	507
4160	Training	140	-
4170	Election expenses	-	-
4190	Mileage expenses	400	45
4195	Parking fees	12	1
4200	Play areas	5,000	-
4210	RPC Website	100	15
4211	Village website	45	12
4220	IT/Software	250	274
4230	s.137 Expenditure	100	100
4240	Mowing	16,000	3,750
4250	Bin emptying	3,000	961
4260	Trees	2,000	-
4270	Environmental contract	12,000	2,370
4320	Capital expenditure	400	-
4330	Other administration	2,000	115
4999	Contingency	5,000	-
	<b>Expenditure</b>	<b>67,254</b>	<b>15,492</b>
	<b>TOTAL EXPENDITURE</b>	<b>60,757</b>	<b>15,492</b>
	<b>TOTAL INCOME</b>	<b>61,729</b>	<b>39,217</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>972</b>	<b>23,725</b>



<b>Coding</b>	<b>Description</b>	<b>Opening Funds</b> £	<b>Actual to 30/06/2020</b> £	<b>Remaining Funds</b> £
<b>Earmarked Reserves</b>				
4400/320	BKV/Environ improvements	8,152	676	7,476
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
<b>TOTAL</b>		<b>41,980</b>	<b>7,020</b>	<b>34,960</b>

# **Local Government Association Model Member Code of Conduct**

# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

**Councillor Izzie Secombe OBE**  
Leader, LGA Conservative Group

**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group

**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group

**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest.

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

**As a councillor I commit to:**

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and



printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that "Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority".
2. CSPL recommend that "councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches."
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS's definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.



5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.  [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council.  *Land* excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)—  (a) the landlord is the council; and  (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where—  (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

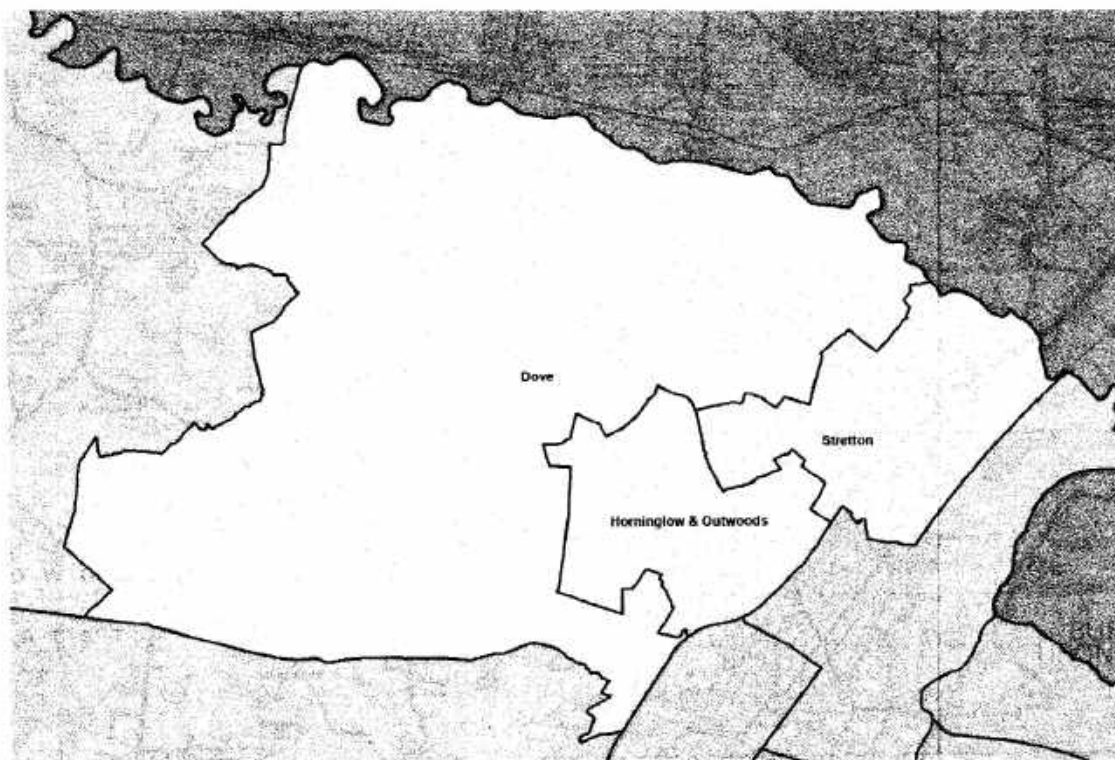
\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

## Dove & North Burton upon Trent



Ward name	Number of councillors	Variance 2025
Dove	3	2%
Horninglow & Outwoods	3	4%
Stretton	3	-4%

### *Dove*

60 For reasons detailed in paragraphs 50-52, we did not adopt the Council's proposals for this area, and have instead based our recommendations on the Community Leaders' proposed Dove ward. This proposal incorporates the parishes of Anslow, Rolleston on Dove, and Tutbury. It is notable that the existing ward of Rolleston on Dove, which is coterminous with the parish boundaries, was maintained as a one-councillor ward under the Council's schemes. This would result in the relatively high electoral variances of 15% under a 36-councillor model and 18% under a 37-councillor model. The Community Leaders' proposed Dove ward would still have a -13% variance, however, and required the addition of further areas to achieve good electoral equality.

61 We considered the evidence provided by a resident that the fast-growing Outwoods parish is becoming "a suburb of Burton" and noted that the Community Leaders' Outwoods ward, which is coterminous with the parish boundaries, would

also result in a poor electoral variance of 14%. We therefore decided to separate the southern, less built-up, area of Outwoods and incorporate this into the proposed Dove ward. In addition, in the interests of effective and convenient local government, the area of Shobnall parish west of the A38 is included in this ward to reflect access routes to the housing estate off Reservoir Road. Dove ward will have good electoral equality by 2025.

#### *Horninglow & Outwoods*

62 We received four identical proposals for a three-councillor Horninglow ward from the Council and Community Leaders. This ward included the area of Horninglow & Eton ward west of the A38 and created variances of -12% under a 37-councillor model and -14% under the Council's 36-councillor model. A fifth scheme, submitted by the Council, added the homes either side of Field Lane to the ward to achieve a variance of 10% under 37 councillors. However, this creates a -13% variance under 36 councillors.

63 We therefore decided to include the remaining area of Outwoods parish, which is projected to experience significant growth by 2025, in our proposed Horninglow & Outwoods ward. This achieves good electoral equality at 4%. However, as this was not locally proposed, we would be particularly interested to receive feedback on this proposal during the current consultation.

#### *Stretton*

64 We received five identical proposals for a three-councillor Stretton ward from the Council and Community Leaders. These proposals expanded the existing ward to be coterminous with the parish boundaries and offered good electoral equality, achieving variances of -6% in a 37-councillor model and -9% in the Council's 36-councillor model. These proposals therefore formed the basis of our draft recommendations.

65 However, in order to improve electoral equality in both the Stretton and Horninglow & Outwoods wards – which would otherwise have variances of -9% and 9%, respectively – we decided to move the area of Outwoods parish east of the A511 Tutbury Road into Stretton ward. We would be particularly interested to receive feedback on our recommendations during the current consultation. Stretton ward will have good electoral equality by 2025.



## Conclusions

66 The table below provides a summary as to the impact of our draft recommendations on electoral equality in East Staffordshire, referencing the 2019 and 2025 electorate figures. A full list of wards, names and their corresponding electoral variances can be found at Appendix A to the back of this report. An outline map of the wards is provided at Appendix B.

### Summary of electoral arrangements

	Draft recommendations	
	2019	2025
Number of councillors	36	36
Number of electoral wards	16	16
Average number of electors per councillor	2,411	2,539
Number of wards with a variance more than 10% from the average	5	0
Number of wards with a variance more than 20% from the average	0	0

#### Draft recommendations

East Staffordshire Borough Council should be made up of 36 councillors serving 16 wards representing two single-councillor wards, eight two-councillor wards and six three-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

#### Mapping

Sheet 1, Map 1 shows the proposed wards for East Staffordshire Borough Council. You can also view our draft recommendations for East Staffordshire Borough Council on our interactive maps at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

### Parish electoral arrangements

67 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

68 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, East Staffordshire Borough Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

69 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Burton Parish Council, Outwoods Parish Council, Shobnall Parish Council, Stapenhill Parish Council, Uttoxeter Town Council, Uttoxeter Rural Parish Council, and Winshill Parish Council.

70 We are providing revised parish electoral arrangements for Burton parish.

**Draft recommendations**

Burton Parish Council should comprise nine councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Burton St Peter's	1
Burton Town	8

71 We are providing revised parish electoral arrangements for Outwoods parish.

**Draft recommendations**

Outwoods Parish Council should comprise 11 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Outwoods Central	6
Outwoods North	1
Outwoods South	4

72 We are providing revised parish electoral arrangements for Shobnall parish.

**Draft recommendations**

Shobnall Parish Council should comprise 11 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Shobnall Canal	10
Shobnall Oaks Wood	1

73 We are providing revised parish electoral arrangements for Stapenhill parish.

**Draft recommendations**

Stapenhill Parish Council should comprise 11 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Stapenhill St Peter's	1
Stapenhill Stanton Road	1
Stapenhill Village	9

74 We are providing revised parish electoral arrangements for Uttoxeter parish.

**Draft recommendations**

Uttoxeter Town Council should comprise 16 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Uttoxeter Heath	9
Uttoxeter Town	7

75 We are providing revised parish electoral arrangements for Uttoxeter Rural parish.

**Draft recommendations**

Uttoxeter Rural Parish Council should comprise nine councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Uttoxeter Rural Bramshall	5
Uttoxeter Rural Loxley	1
Uttoxeter Rural Stramshall	3

76 We are providing revised parish electoral arrangements for Winshill parish.

**Draft recommendations**

Winshill Parish Council should comprise 11 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Winshill Village	10
Winshill Waterloo	1

## Appendices

### Appendix A

#### Draft recommendations for East Staffordshire Borough Council

	Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2025)	Number of electors per councillor	Variance from average %
1	Abbey & Weaver	2	4,850	2,425	1%	4,962	2,481	-2%
2	Anglesey	2	4,801	2,401	0%	4,656	2,328	-8%
3	Bagots	1	2,366	2,366	-2%	2,294	2,294	-10%
4	Barton & Yoxall	2	5,593	2,797	16%	5,445	2,723	7%
5	Branston & Needwood	3	6,239	2,080	-14%	8,089	2,696	6%
6	BrizIncote	2	5,448	2,724	13%	5,447	2,724	7%
7	Burton & Eton	3	6,126	2,042	-15%	6,964	2,321	-9%
8	Crown	1	2,467	2,467	2%	2,393	2,393	-6%
9	Dove	3	7,306	2,435	1%	7,782	2,594	2%
10	Horninglow & Outwoods	3	7,395	2,465	2%	7,941	2,647	4%
11	Shobnall	2	4,776	2,388	-1%	4,777	2,389	-6%
12	Stapenhill	2	5,212	2,606	8%	5,149	2,575	1%

Enclosure 4

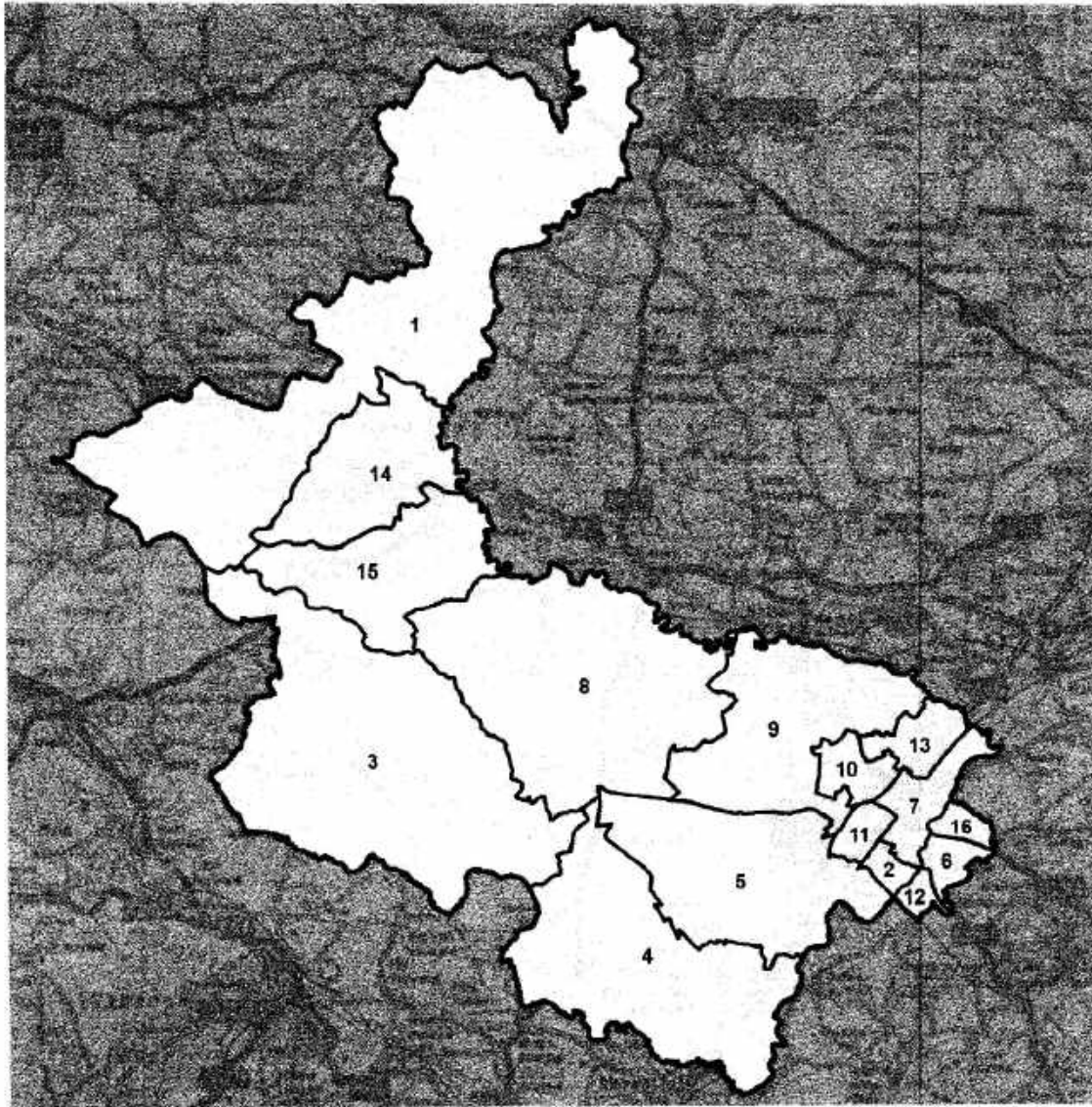
Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2025)	Number of electors per councillor	Variance from average %
13 Stretton	3	7,272	2,424	1%	7,340	2,447	-4%
14 Uttoxeter North	3	6,965	2,322	-4%	7,686	2,562	1%
15 Uttoxeter South	2	4,435	2,218	-8%	5,069	2,535	0%
16 Winshill	2	5,534	2,767	15%	5,398	2,699	6%
<b>Totals</b>	<b>36</b>	<b>86,785</b>	<b>-</b>	<b>-</b>	<b>91,392</b>	<b>-</b>	<b>-</b>
<b>Averages</b>	<b>-</b>	<b>-</b>	<b>2,411</b>	<b>-</b>	<b>-</b>	<b>2,539</b>	<b>-</b>

Source: Electorate figures are based on information provided by East Staffordshire Borough Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the borough. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

## Appendix B

### Outline map



Number	Ward name
1	Abbey & Weaver
2	Anglesey
3	Bagots
4	Barton & Yoxall
5	Branston & Needwood
6	Brizlincote
7	Burton & Eton
8	Crown
9	Dove



10	Horninglow & Outwoods
11	Shobnall
12	Stapenhill
13	Stretton
14	Uttoxeter North
15	Uttoxeter South
16	Winshill

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: <https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>