



# Rolleston on Dove Parish Council

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

07 September 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 14 September 2020** commencing at 7.30pm at which the business set out below will be transacted.

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

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **PUBLIC FORUM**

Members of the public may join the meeting and participate in the Public Forum by using Zoom:  
<https://us02web.zoom.us/j/3852542732?pwd=UFZvY01EZ3krL3g2SmNYdkJDZmhJdz09>

Meeting ID: 385 254 2732; Passcode: PCSep20

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 Thursday 10 September 2020 for consideration by the parish council.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **PLANNING MATTERS**
  - 3.1 **Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00638	Adj to Coney Grey South Hill	Outline application for the erection of a dwelling including details of access
P/2020/00748	11 Meadow Fields	Erection of a single storey rear extension
P/2020/00855	Lane End Farm Rolleston Lane	Erection of a shed
P/2020/00868	4 Church Road	Cut back new growth from laterals and upper crown and reduce foliage on lateral branches from Atlas Cedar (T1), felling of Conifer (T2)
P/2020/00872	7 Beacon Road	Crown reduction of one Oak tree by 50% to give a height of 4-5 metres and width of 4-5 metres

### 3.2 Planning Decisions

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00184	Upper Outwoods Farm Beamhill Road Burton upon Trent	Reserved Matters application relating to P/2013/00429 for Phase 1 for the erection of 322 dwellings, associated car parking, secondary roads, 2 substations and 1 gas governor including details of access, appearance, layout and scale
Approved		
P/2020/00499	238 Station Road	Erection of a replacement dwelling with detached garage/car barn
Permitted		
P/2020/00577	Grace Cottage Anslow Lane	Crown raising of 1 Silver Birch tree to give up to 3 metres clearance from the ground (T1 of TPO 162) (Amended Description)
Consent granted		
P/2020/00607	8 Shotwood Close	Erection of a part single and two storey link extension between dwelling and garage
Permitted		
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
Permitted		
P/2020/00641	High Bank Anslow Lane	Erection of a single storey rear extension and a first floor side extension
Permitted		
P/2020/00684	Fairfield 26 Dovecliff Road	Alterations to existing dwelling to include installation and replacement windows and claddings to the rear and side elevations
Permitted		

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10 AUGUST 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 (as at 03 September 2020)

Payee	Description	Payment Method	Gross £	VAT £
Secure-a-Field Ltd	Accessible kissing gate (to be installed on Footpath No. 18)	BACS (paid 11/08/2020)	339.96	56.66
P Gould	Mowing contract	BACS	1,250.14	0.00
PEAC (UK) Ltd	Photocopier lease rental (quarterly)	DD (paid 03/09/2020)	210.74	35.12
Parish Online	Annual subscription	BACS	205.20	34.20
J Deacon	Environmental Officer £914.53 Footpaths Project – labour and use of vehicles £288.00 Clearance of Burnside blocked pipe £86.40	BACS	1,288.93	214.82
SLCC Enterprises Ltd	Delegate fee: Virtual National Conference	BACS	30.00	5.00
Ladywell Accountancy Services	Payroll services 2020/21	BACS	75.00	0.00
Clerk	Clerk's salary and expenses	BACS	981.52	0.17
HMRC	NI/PAYE 2 <sup>nd</sup> quarter 2020/21	BACS	997.95	0.00
Brookside resident	Contribution to property flood protection	BACS	1,000.00	0.00
1&1 IONOS Ltd	Council website	DD	5.99	1.00
EE Ltd	Council mobile (August invoice)	DD (paid 19/08/2020)	24.68	4.11
<b>TOTALS</b>			<b>6,410.11</b>	<b>351.08</b>

9.2 Bank Reconciliation as at 31 August 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	41,919.42	2,123.77	44,043.19
	<b>LESS</b> Expenditure	34,205.35	-	34,205.35
31 August 2020	Bank Statement	18,321.46	58,679.22	77,000.68

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

- 11. CRAYTHORNE ROAD PLAYING FIELD CAR PARK**  
To consider whether the council wishes to continue the arrangement with ESBC to lock/unlock the car park gate (£112 for 10 weeks).
- 12. MINISTRY OF HOUSING, COMMUNITIES & LOCAL GOVERNMENT (MHCLG):  
CHANGES TO THE CURRENT PLANNING SYSTEM – CONSULTATION ON CHANGES TO PLANNING  
POLICY AND REGULATIONS**  
To consider the above consultation document (previously provided to all Councillors).
- 13. MINISTRY OF HOUSING, COMMUNITIES & LOCAL GOVERNMENT (MHCLG):  
PLANNING FOR THE FUTURE – WHITE PAPER**  
To consider the above consultation document (previously provided to all Councillors).
- 14. BEACON ROAD PROPOSALS**
- 15. THE CROFT: REQUEST TO INSTALL A MEMORIAL BENCH**  
A request has been received for a group of old Rollestonians to have a bench placed on the Croft in memory of two very great friends (“Rolleston lads”). The group would meet all the expenses involved and follow any guidelines the council wish to put in place.
- 16. ELIZABETH AVENUE PLAYING FIELD: REQUEST TO HOLD A SOCIALLY DISTANCED EVENT**  
A young Rolleston resident (nine years old) has requested permission to use the Elizabeth Avenue playing field for a socially distanced Macmillan coffee morning on either 27 September or 04 October. She says that she has *“a passion for helping others, as well as for baking cakes! This is why I would like to do a socially distanced MacMillan coffee morning. Obviously due to the current situation, it would be very difficult to hold this at home and maintain social distancing. Therefore, it has been suggested that it could be held outdoors, with each person bringing a picnic blanket, to be placed at appropriate distances apart. I wondered whether it would be possible to do it in the playing fields at Elizabeth Avenue. I understand you are responsible for this area.”*
- 17. VILLAGE CHRISTMAS TREE**  
The council is requested to approve the purchase of the Almshouses Christmas tree at a cost of c£125.
- 18. CORRESPONDENCE**
  - 18.1 Staffordshire Parish Councils’ Association (SPCA)**  
The SPCA’s weekly newsletters have been circulated to all Councillors.
- 19. 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.
- 20. QUOTATIONS (ENCLOSURE 3 – COUNCILLORS ONLY)**
- 21. STAFFING MATTER (ENCLOSURE 4 – COUNCILLORS ONLY)**

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON MONDAY 10 AUGUST 2020 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor S McManus (in the Chair)  
Councillors Gooding, Houston, E McManus, Peate, Sanderson, Stewart and Toon

**In attendance**

2 Members of the public  
Mary Danby, Clerk

**PUBLIC FORUM**

**Mr Adams** said he was pleased to see that a Parish Councillor had highlighted the issue of speeding traffic on Knowles Hill which was getting worse. Councillor S McManus referred to the Police offer to establish a Community Speedwatch group in the village; he also said that the council would not drop its attempts in seeking traffic calming measures being implemented on Knowles Hill.

Mr Adams noted that the grass and weeds had yet to be dealt with around the Tafflands slide.

Mr Adams said that he had seen a van in the Craythorne Road playing field car park and two men took out equipment and then marked out a football pitch. He also said that a lot of rubbish had been left after football matches earlier in August. The Clerk confirmed that teams who book the pitches are required to mark out the pitches themselves as the council does not offer this service.

**AGREED THAT:**

- a) All the Clubs that use the football pitches be advised that they must take their litter away with them or put it in one of the bins located in the car park and that if they do not do so future bookings will not be accepted from them.
- b) All the Clubs be advised that no tape should be used or left on the goal posts.

**Mr Edwards** asked that the council lobby the MP to not vote in favour of the new planning laws. Councillor S McManus said that the planning consultation would be discussed at the next meeting of the council.

**57. APOLOGIES FOR ABSENCE**

Councillors Badcock, Robson and Wyatt.

**58. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**59. PLANNING**

**59.1 Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00684	Fairfield 26 Dovecliff Road	Alterations to existing dwelling to include installation and replacement windows and doors and cladding to the rear and side elevations.
No objection		

Application No.	Location	Proposal
P/2020/00734	14 Station Road	Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised Scheme)
No objection		
P/2020/00755	3 Oak Trees Close	Retention of temporary single storey wetroom pod to the rear of the for use by disable adult
No objection		
P/2020/00764	20 Brookside	Demolition of existing conservatory to facilitate the erection of a single storey rear extension
No objection		
P/2020/00789	6 Knowles Hill	Felling of 1 Cedar tree
No objection		
P/2020/00790	4 Knowles Hill	Crown reduction by up to 25% and crown lift by up to 3.5 metres of 1 Sweet Chestnut tree and crown reduction by up to 20% and cut back from building of 1 Yew tree
No objection		
P/2020/00791	Land opposite Brooklyn Cottage Moseley Mews	Overall crown reduction by up to 3 metres of 1 Holly tree
No objection		
P/2020/00792	1 Oak Trees Close	Removal of large branch of 1 Ash tree and crown lifting by up to 3 metres of 1 Sycamore tree
No objection		

59.2 **Planning Decisions**

**RESOLVED** That the planning decisions be noted.

60. **MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 13 July 2020 be approved and signed as a true record.

61. **MATTERS ARISING**

**Minute 41 re 26.3:** It was noted that the Estate Agents board at the junction of Shotwood Close/Church Road had now been removed.

**Minute 44.7 re Village Footpath Walks:** In response to a query from Councillor Houston, Councillors E and S McManus agreed to accompany him and Councillor Peate on walks to familiarise them with these.

**62. COUNTY COUNCILLOR'S REPORT**

County Councillor White had provided the following update:

As a recap, after years of pushing and discovering additional problem after additional problem, the design work is now being done to reconstruct the drainage system under Beacon Road (which is collapsing in places) and install features to control the surface water flooding following which the road will be completely re-surfaced. This will cost approximately £750k. I know you may get complaints about the current condition of the road surface, but the point is that it would be a waste of several hundred thousand pounds of taxpayers money to have done the resurfacing before fixing the drainage as the road would continue to collapse which is why so many serious potholes are appearing so often. Getting all agencies to agree to doing this rather than delivering easier projects in other places around the region has been a very difficult process but we are now there.

As this scheme requires a traffic regulation order there is the opportunity to add in other changes to the regulations (double yellow lines etc) where a case can be justified. I have already asked for some double yellows for passing points to be added between School Lane and Chapel Lane to deal with school pick up and drop off times and double yellows on the bend outside 91-93 Station Road to deal with the problems with parking there as well as double yellows at the top of Knowles Hill in the run-up to and around the bend. If there are other areas that councillors would like considered in the same vicinity, then it would be useful to know about them. This does not mean they will be able to be included but we can explore them. They will need to be in that part of the village.

Councillor Sanderson reported that the drain outside 22 Station Road was blocked and had not been cleared when the Highways team were last in the village. **AGREED** That the Clerk would report this issue to Staffordshire Highways.

**63. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that:

- Work was being done very effectively to control the Covid-19 outbreak in Burton upon Trent.
- ESBC is taking a controlled approach to reopening Customer Services, etc.
- The car parks App is going well.
- The Station Road works were still on track.

**64. PARISH COUNCILLORS' REPORTS**

64.1 Councillor Toon reported that:

- Nettles across the path on the Jinny Trail need to be cleared.  
**AGREED** That the contractor be requested to clear the nettles.
- Public Footpath No. 1 (Church Road to Glebe Close) needs to be cleared of weeds.  
**AGREED** That the contractor be requested to trim and clear the weeds.

64.2 Councillor E McManus reported that:

- Updates had been put on the Facebook page following reports of increased numbers of HGVs and dust problems.

- She had noted that someone was advertising on another Facebook page that yoga classes were being held on The Croft. The organiser had been advised that prior permission to use The Croft should be sought from the council in the future.
- 64.3 Councillor Houston reported that:
- He had noted an increase in HGVs going through the village to access the Bellway site. He had spoken to the Site Manager who had promised that he would install a sign at the top of Beacon Road saying “No access to construction traffic” but the sign had yet to be installed.  
**AGREED** That Bellway be chased for the sign to be installed as soon as possible.
  - The road from Stretton to where it narrows by the Cricket Club is often blocked by construction vehicles and he had seen a bus and another vehicle be forced to reverse to allow the HGV through. He asked whether Bellway could be asked to provide and operate a traffic control between 9.30am – 3pm.  
**AGREED** That the traffic control suggestion be put to Bellway for consideration.
- 64.4 Councillor Sanderson:
- Asked if the County Council scheme to move the chicane on Dovecliff Road could see some double yellow lines installed. Councillor S McManus said that the final scheme details had not been provided yet.
  - Had reported a formal complaint to the Clerk from a Twentylands resident regarding dust from the Bellway development and Bellway had confirmed that they had taken action to minimise this nuisance.
  - Reported that he had made a personal approach to Kate Griffiths MP seeking her support to encourage the Government to financially support the coach industry.
- 64.5 Councillor Peate:
- Asked if Talbot Turf had been approached regarding the Craythorne Road playing field. The Clerk confirmed that they had been contacted and their report was awaited.
  - Referred to the Community Speedwatch and asked if it would be a good idea to do a leaflet drop on Station Road, Knowles Hill, Beacon Road to garner interest in volunteering. Councillor S McManus said that the parish council needs someone to lead the project. Councillors Peate and Houston agreed to co-ordinate the project and it was noted that this could be advertised on the council’s Facebook page.
- 64.6 Councillor Stewart said that footpath leaflets were available to top-up at the various outlets in the village and she asked councillors check the leaflets holders when they were out and about in the village.
- 64.7 Councillor Gooding:
- Reported that he had seen two HGVs waiting opposite the Church waiting to be called to the Bellway site.
  - Asked that the contractor be chased for their start date for the Burnside tree works as the overhanging willows were causing problems for pedestrians.



- Brookside/Burnside flooding: Asked to be provided with copies of the letter sent to the Riparian owners for distribution to Brookside residents for their information.

64.8 Councillor S McManus reported that he had circulated the list of responsibilities to all councillors and as he had had no responses he assumed that everyone was happy with the document as it stood.

Councillors noted that the quality control of grass cutting needs to be monitored and that the two contracts will terminate at the end of March 2021.

64.9 Councillor Badcock had provided the following update from ESBC regarding the Transforming the Trent Valley Project (TTTV):

*At the moment we are continuing to work with the Environment Agency on looking at working in partnership in how best to deliver the two projects. I would hope over the next couple of months we can draw up new timelines, etc and decide on what can be delivered and when.*

*I also understand that the TTTV drafted an article for Rollestonian as they will be dealing with the communication side of things and supplying updates.*

*Sorry to not have anything further but we do feel that it is important to be able to deliver as much as we can together.*

## 65. FINANCIAL MATTERS

### 65.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
1&1 IONOS Ltd	RPC Website (July invoice)	DD (pd 10/07/2020)	5.99	1.00
EE Ltd	Council mobile (July invoice)	DD (pd 20/07/2020)	24.68	4.11
SLCC Enterprises Ltd	Delegate fee (Rights of Way webinar)	BACS	36.00	6.00
Clerk	Reimbursement re NFU Livestock gatepost signs	BACS (paid 15/07/2020)	11.24	0.83
Fenland Leisure Products Ltd	Wet pour safety surfacing repair kit	BACS	111.60	18.60
P Gould	Mowing contract	BACS	1,250.14	0.00
Clerk	Salary and expenses	BACS	885.48	0.00
1&1 IONOS Ltd	RPC website (August invoice)	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Hardy Signs Ltd	Signage for Craythorne car park barrier	BACS	74.40	12.40
Easyfix Emblems Ltd	Waymarker Discs for Public Footpaths	BACS	108.00	18.00
J Deacon	Environmental Officer £914.53 Jubilee Orchard supply and fill water tank £120.00 Shotwood Lane footpath signpost – reinstall £60.00 Craythorne Car Park – supply and fit barrier post £60.00	BACS	1,154.53	192.42

Payee	Description	Payment Method	Gross £	VAT £
Greenaway Timber Products	Finger posts and rails (Footpaths project)	BACS	294.00	49.00
		<b>TOTALS</b>	<b>3,975.91</b>	<b>305.67</b>

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

**65.2 Bank Reconciliation as at 31 July 2020**

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

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

**66. 2020/21 BUDGET AS AT 31 JULY 2020**

**RESOLVED** That the report be noted.

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

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

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

**RESOLVED** That the Clerk be thanked for getting the council through with a completely clean audit.

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

Councillor S McManus gave an update stating that the car park had been closed from 18 July and that the gate was now locked at 9pm each day and unlocked at 8am the following day. The situation at the site was reviewed after two weeks when it was noted that litter levels were back to pre-lockdown levels and that the three bins had not overflowed since that time.

The Chair had advised Chief Inspector Langley that the council had had no further reports of anti-social behaviour from Craythorne and Meadow View since the last meeting. She advised that the Police had also not received any reports of anti-social behaviour.

**RESOLVED** That the update be received and noted.

**69. PARISH ONLINE**

Councillor S McManus had hosted a Parish Online demonstration for councillors. Councillor Sanderson said that he had found it interesting and could see how it might be useful for the council's needs.

Councillor S McManus said that he and Councillor E McManus would build up the Asset Register which would feed into the contractors' contracts which would be renewed in April 2021. He asked all councillors to take note of all the assets around the village and that they pass the information to them for inclusion in the Asset Register.

**RESOLVED** That the council subscribe to Parish Online at the discounted cost of c£152 plus VAT per annum for initially one year.

**70. PLAY TRACTOR**

Councillors were advised that the National Brewery Centre would be re-opening their workshop to the TREATS volunteers during week commencing 17 August from 10am – 12 noon but only two people would be allowed at one time.

Councillors were asked to agree where the play tractor should be located on its return to the village.

**RESOLVED** That the play tractor be located within the Tafflands play area.

**71. JUBILEE ORCHARD: WATER TANK**

**RESOLVED** That the installation of a water tank at the Jubilee Orchard at a cost of £100 plus VAT and refilling of the tank at a cost £20 plus VAT on each occasion be approved.

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

**RESOLVED** That the above consultation documents be received without comment.

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

**RESOLVED** That the above consultation document be received without comment.

**74. CORRESPONDENCE**

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

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

**74.2 Elizabeth Avenue Park: Anti-social behaviour**

A resident had written to the council regarding anti-social behaviour on the Elizabeth Avenue play area and skate ramp. The resident asked the council to consider (a) relocating the skate ramp to the other skating facilities on the old golf course on Craythorne Road and (b) installing an acoustic fence around the perimeter of the park.

**RESOLVED THAT:**

- a) The resident be advised to contact the Police and ESBC's Community Civil Enforcement Officers (CCEO's) to report the anti-social behaviour.
- b) The Clerk was asked to send a redacted copy of the correspondence to the Police and the CCEO's correspondence for their information and comment.

- c) The request to relocate the skate ramp be declined as this would not solve the problem and further the suggested site is not in the council's ownership.
- d) The request to install acoustic fencing around the park perimeter be declined as this is not a viable financial solution for the council.

**74.2 Complaint regarding garden bonfires**

A resident of The Lawns had contacted the council regarding garden bonfires within The Lawns, Church Road, Hall Grounds areas of the village. The Clerk had informed the resident that bonfire and smoke related complaints fall under ESBC's Environmental Health remit and the link to ESBC's website had been provided together with a copy of ESBC's Bonfire and Smoke Related Complaints Leaflet.

**75. 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.

**76. QUOTATIONS**

**76.1 Burnside Flooding (Minute No. 44.2 refers)**

**RESOLVED** That the quotation to unblock the pipe in the sum of £60 plus VAT provided by JT Deacon be accepted and he be requested to contact Councillor Gooding when he was starting the work.

**76.2 Tafflands slide and mound**

**RESOLVED THAT:**

- a) Consideration of the quotation provided by JT Deacon be deferred to the next meeting to enable two further quotations to be sourced for comparative purposes.
- b) The generator currently stored in the bunker should be sold as it is no longer required.

**77. INTERNAL COMMUNICATIONS**

**RESOLVED THAT:**

- a) Facebook postings will be cut and pasted into emails and sent to all councillors.
- b) Emails will be sent to all councillors saying when something has been posted on the council's website.
- c) Councillors should copy in all other councillors when putting queries to the Chair, Vice-Chair or Clerk or raise those queries in their reports at meetings.
- d) The Chair will circulate a summary every one or two weeks of Chair's emails from others.

The meeting closed at 9.15 pm

Signed .....

Date .....

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

Nominal Code	Description	Current Budget £	Actual to 31/08/2020 £
<b>100</b>	<b>Income</b>		
1076	Precept	68,300	34,150
1090	Interest Received	27	12
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	2,477
1250	Football pitch fees	360	110
1270	SCC: Annual grass cutting	-	3,628
1999	Other income	-	582
	<b>Income</b>	<b>70,522</b>	<b>41,931</b>

Nominal Code	Description	Current Budget £	Actual to 31/08/2020 £
<b>200</b>	<b>Administration</b>		
4000	Staff salary	13,672	4,966
4020	Employer's National Insurance	625	150
4030	Payroll Services	78	-
4050	Use of Home as Office	124	74
4100	Insurance	3,200	3,163
4110	Audit Fees	515	135
4120	Photocopier: Rental/Maint.	753	176
4121	Photocopier: Copy charge	700	287
4125	Stationery	200	136
4127	Village Directory	150	-
4130	Postage	200	167
4140	Council mobile	240	103
4150	Subscriptions	500	507
4160	Training	140	30
4170	Election expenses	-	-
4190	Mileage expenses	250	103
4195	Parking fees	12	3
4200	Play areas	5,000	145
4210	RPC Website	100	25
4211	Village website	45	23
4220	IT/Software	250	274
4230	s.137 Expenditure	100	100
4240	Mowing	16,000	6,251
4250	Bin emptying	3,000	1,922
4260	Trees	2,000	-
4270	Environmental contract	12,000	4,439
4320	Capital expenditure	400	-
4330	Other administration	2,000	177
4999	Contingency	5,000	-
	<b>Expenditure</b>	<b>67,254</b>	<b>23,356</b>
	<b>TOTAL EXPENDITURE</b>	<b>60,757</b>	<b>23,356</b>
	<b>TOTAL INCOME</b>	<b>61,729</b>	<b>41,931</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>972</b>	<b>18,575</b>

<b>Coding</b>	<b>Description</b>	<b>Opening Funds £</b>	<b>Actual to 31/08/2020 £</b>	<b>Remaining Funds £</b>
<b>Earmarked Reserves</b>				
4400/320	BKV/Environ improvements	8,152	2,493	5,659
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>8,837</b>	<b>33,143</b>