



Rolleston on Dove Parish Council

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

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Our Ref: MD

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

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>; Meeting ID: 385 254 2732

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area. If you prefer, queries or comments may be emailed to the Parish Clerk (rollestonpc@outlook.com) no later than 3pm on Thursday 10 December 2020 for consideration by the parish council.

1. APOLOGIES FOR ABSENCE

2. CASUAL VACANCY

No applications for Co-option onto the council have been received.

3. DECLARATIONS OF INTEREST

4. PLANNING MATTERS

4.1 Planning Applications

Application No.	Location	Proposal
P/2020/01231	Newent Fiddlers Lane	Removal of 2 limbs from one Ash tree in rear garden together with crown cleaning by the removal of dead, defective and crossing branches (W3 of TPO No 1)
P/2020/01236	7 and 9 Hall Road	Erection of single storey front extension to No 7 and single storey front and rear extension and front canopy roof to No 9
P/2020/01245	4 Beacon Road	Felling of 1 Willow tree
P/2020/01291	14 Hall Road	Erection of two storey side and single storey front and rear extensions
TPO No. 418	4 Beacon Road	The TPO came into force on a temporary basis on 02 December 2020 and will remain in force for six months, during which time the LPA will decide whether the Order should be given permanent status. Objections or comments on the TPO should be made in writing by 08 January 2021. No-one is allowed to cut down, top or lop the tree without the LPA's permission. The TPO was made because the tree is considered to be of high amenity value, is a healthy specimen and a valuable ecological habitat.

4.2 Planning Decisions

Application No.	Location	Proposal
P/2020/00255	Land at the Brookhouse Hotel Brookside	Conversion of former hotel and coach house to create 10 residential units including the demolition of an existing conservatory and small section of hotel
Permitted		
P/2020/01030	Somerleyton Tutbury Road Rural	Re-pollard Lime (T1) to original points (approx 3m) (TPO No 1)
Consent granted		
P/2020/01053	29 Shotwood Close	Alterations to front elevation by way of installation of window in lieu of garage door
Permitted		
P/2020/01065	Croft House Station Road	Pruning of Silver Birch tree to give clearance from garage of 2m-2.5m (T1), overall reduction of Magnolia by 1m-1.5m or to suitable unions (T2), reduce end tip weight on limb over brook and crown lift to 3m to one Willow tree (T3), crown lift one Willow tree to 3m (T4), crown lift one Sycamore tree to 3m (T5)
The LPA has no objection to the work and does not propose to make a TPO in this instance		

P/2020/01084	1 Marston Lane	Erection of a first floor rear extension
Permitted		
P/2020/01128	Lane End Farm Rolleston Lane	Erection of a cloister/covered walkway to the North and East elevations
Permitted		
P/2020/01130	The Old Barn Chapel Lane	Reduce 3 over extended side lateral branches by up to 3 metres of 1 Ash tree (T304 of Rolleston TPO 1)
Consent granted		
P/2020/01146	Tudor Hollow 3 Church Road	Crow lift by up to 1.5 metres and prune away from building of 1 Yew tree, crown lift by up to 2.5 metres from roof of 1 Sycamore tree, crown reduction in height by up to 2.5 metres of 1 Lawson Cypress tree and an overall crown reduction by up to 3 metres of 2 Birch trees and 1 Beech tree
The LPA has no objection to the work and does not propose to make a TPO in this instance		
P/2020/01214	Orchard Barn School Lane	Crown reduction in height and garden side width by 1-2m and lower thinning to 5 Leylandii trees
The LPA has no objection to the work and does not propose to make a TPO in this instance		

5. MINUTES OF THE COUNCIL MEETING HELD ON 09 NOVEMBER 2020 (ENCLOSURE 1)

6. MATTERS ARISING FROM PREVIOUS MINUTES

7. COUNTY COUNCILLOR'S REPORT

8. BOROUGH COUNCILLOR'S REPORT

9. PARISH COUNCILLORS' REPORTS

10. FINANCIAL MATTERS

10.1 Schedule of payments (as at 03 December 2020)

Payee	Description	Payment Method	Gross £	VAT £
Mazars	2019/20 External Audit fee	BACS (paid 01/12/20)	360.00	60.00
O2	Council mobile	DD (Paid 26/11/20)	16.80	2.80
CPA Horticulture Ltd	Softwood PlayGrade Chip (Tafflands)	BACS	1,449.00	241.50
P Gould	Mowing contract	BACS	1,525.14	0.00
Resident	Flood prevention contribution	BACS	1,000.00	0.00
PA Martin	Reimbursement re Almshouses Christmas tree	BACS	125.00	0.00

1&1 IONOS Ltd	RPC website	DD	5.99	1.00
HMRC	PAYE/NI (3 rd quarter)	BACS	957.51	0.00
Clerk	Salary and expenses	BACS	934.67	4.66
J Deacon	Environmental Officer £914.53 Bridleway, Fiddlers Lane £420.00 Footpath 18: Replace sleepers at kissing gate £300.00	BACS	1,634.53	272.42
TOTAL			8,008.64	582.38

10.2 Bank Reconciliation as at 30 November 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	78,195.88	3,566.80	81,762.68
	LESS Expenditure	51,807.99	-	51,807.99
30 November 2020	Bank Statement	36,995.28	60,122.25	97,117.53

11. DRAFT 2021/22 BUDGET AND 2020/21 BUDGET AS AT 30 NOVEMBER 2020 (ENCLOSURE 2)

12. RISK ASSESSMENT (DRAFT) (ENCLOSURE 3)

13. FOREST SCHOOL STREET/MEADOW VIEW HEDGE

14. BEACON ROAD

15. COLLEGE FIELD DEVELOPMENT: S106

16. CORRESPONDENCE

16.1 Staffordshire Parish Councils' Association (SPCA)

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

17. 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.

18. CRAYTHORNE WOODS MANAGEMENT PLAN PHASE 1 – PROPOSAL AND QUOTATIONS (ENCLOSURE 4 – COUNCILLORS ONLY)

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 09 NOVEMBER 2020 COMMENCING AT 7.30 PM**

PRESENT

Councillor S McManus (in the Chair)

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

In attendance

1 Member of the public

Mary Danby, Clerk

PUBLIC FORUM

Mr Edwards referred to ESBC Councillor Allen's comment at the previous parish council meeting that "nothing could be done once consent had been given" for planning applications. Mr Edwards had provided information to the parish council Chair on how a planning application can be changed post approval. Councillor S McManus agreed to forward this information to Councillor Allen.

120. APOLOGIES FOR ABSENCE

Councillor Houston

121. CASUAL VACANCY

Councillors were informed ESBC had advised that they did not receive a request for an election, the council had been advised that it should proceed to Co-opt a new councillor.

The Co-option Notice had been displayed on noticeboards in the village giving a closing date of 30 November 2020 for applications to be received by the Clerk, the applications will then be considered by the council at its December 2020 meeting.

RESOLVED That the information be noted.

122. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Gooding declared a prejudicial interest in Minute Nos.129 and 139 as he is a recipient of funding from the Environment Agency grant.

123. PLANNING

123 .1 Planning Applications

Application No.	Location	Proposal
P/2020/00914	35 Shotwood Close	Erection of a part single storey, part two storey side extension and single storey rear extension
No objection in principle but clarification sought as to whether the proposed extension(s) will be across the whole width of the property		
P/2020/00959	Smallholding 10 Tutbury Road Rural	Conversion of existing garage to form ancillary accommodation
No objection		
P/2020/01007	Oak Cottages 12 Dovecliff Road	Conversion of existing dwelling house into 3 flats

Objection, the proposed development will add to parking issues in an area which already has parking challenges		
P/2020/01050	The Old Barn Chapel Lane	Felling of 1 Cypress tree
The LPA required a response prior to the Parish Council meeting, as no responses had been received from Councillors a submission of "No comment" had been made on behalf of the council.		
P/2020/01084	1 Marston Lane	Erection of a first floor rear extension
No objection		
P/2020/01128	Lane End Farm Rolleston Lane	Erection of a cloistered/covered walkway to the North and East elevations
No objection		
P/2020/01130	The Old Barn Chapel Lane	Reduce 3 over extended side lateral branches by up to 3 metres of 1 Ash tree (T304 of TPO1)
No objection		
P/2020/01146	Tudor Hollow 3 Church Road	Crown lift by up to 1.5 metres and prune away from building of 1 Yew tree, crown lift by up to 2.5 metres from roof of 1 Sycamore tree, crown reduction in height by up to 2.5 metres of 1 Lawson Cypress tree and an overall crown reduction by up to 3 metres of 2 Birch trees and 1 Beech tree
No objection		
P/2020/01185	41 Church Road	Erection of a single storey side extension to form a garage
No objection		
P/2020/01212	Roscavan South Hill	Reduce any branches extending out of the canopy reducing back in line with the canopy, crown raise to approximately 4 metres above ground level and reduce any branches overhanging the neighbour's garage to give 3 metres clearance to one Oak tree (TPO 24)
No objection		
P/2020/01214	Orchard Barn School Lane	Crown reduction in height and garden side width by 1-2m and lower thinning to 5 Leylandii trees
No objection		

123.2 Planning Decisions

RESOLVED That the planning decisions be noted.

124. MINUTES

RESOLVED That the Minutes of the Council meeting held on 12 October 2020 be approved and signed as a true record.

125. MATTERS ARISING

Minute No. 106.2 Flag opposite the Spread Eagle

Councillor E McManus reported that the Scouts confirmed that the banner will be moved as soon as possible.

Minute No. 106.3 Drains

Councillor Gooding noted that County Councillor White had said that the gully cleaner was due to visit the village to clear the drains and he would confirm the date of that visit.

AGREED That Councillor White be requested to confirm the date when the gully cleaner will be in the village to clear the drains.

Councillor Wyatt also noted that there is a significant build-up of fallen leaves on pavements in the village – The Lawns, Church Road and Burnside were specifically mentioned.

AGREED That ESBC be requested to confirm the date when the sweeper will be in the village to clear the fallen leaves.

Minute No. 106.6 Brookside footbridge

Councillor Stewart reported that the contractor had cut back the bushes on the Brookside footbridge.

Minute No. 106.8 Dodslow Avenue

Councillor Sanderson reported that he was chasing Severn Trent for the work on the drain to be completed.

Minute No. 106.9 Knowles Hill

Councillor Wyatt reported that the contractor had cleared the weeds.

Minute No. 106.10 Andy Starbuck memorial

Councillor Gooding had not yet been able to speak to the family.

Minute No. 114 Gravestone of a Mosley horse

The council's contractor will move the stone to his yard, he will also see if can clean the stone without damaging it.

126. COUNTY COUNCILLOR'S REPORT

No report was available.

127. BOROUGH COUNCILLOR'S REPORT

Councillor Toon reported that:

- ESBC has asked that people report rough sleepers to them.
- A lot of people had said that they did not know about the Covid-19 testing. Councillor S McManus said that the council had publicised the testing on its website, Facebook page and noticeboards. Councillor Toon said that she had let some people know about the testing but not everyone has access to social media or visit the noticeboards. A suggestion was put that the council could display laminated posters around the village in the future.

Councillor Sanderson asked if there had been any feedback on the testing results. Councillor S McManus said that the County's Director of Health had provide some information, but he had gone back to him asking for clarity. Councillor Toon said that it was unlikely that detailed information could be released publicly.

Councillor Toon said that the take-up at the Scout HQ had been good, the main problem had been that people had had difficulty in making an appointment.

- Stickers had been put onto blue bins reminding people what could and could not be recycled.
- There had been no progress in getting answers on the College Field development site drainage concerns.
- The Station Street works had been completed but only two seats had been provided within the scheme and a request had been made for more seating to be installed.

128. PARISH COUNCILLORS' REPORTS

128.1 Councillor Toon reported:

- She had been approached by two people saying that they would like to see bird/bat boxes in Craythorne Woods.
- Quite a lot of people were not enamoured with the proposed one-way system on Chapel Lane. Councillor S McManus said that all the feedback received on the pre-consultation should be sent unfiltered to the County Council and that he would check through the responses to see if there is anything that changes the council's view and he asked that all councillors read all the responses in preparation for this to be discussed at the next meeting. The council may need to revisit the proposals for Chapel Lane/School Lane/Beacon Road and the parking for the Jinny Trail. Councillor Stewart said that double yellow lines had been proposed due to parking on a blind bend by people using the Jinny Trail.

128.2 Councillor Stewart reported that a resident had contacted her asking questions about the recent Covid-19 testing in the village. It was agreed that the resident be advised to contact the County Council in this matter.

128.3 Councillor Badcock reported that ESBC were waiting for the Environment Agency's report on Brook Hollows. He also said that a Staffordshire Wildlife Officer (a partner in the TTTV project) wanted to set-up a Friends of Brook Hollows Group.

AGREED That the Clerk contact village organisations to ask them to each nominate a representative to sit on the proposed Friends of Brook Hollows Group.

128.4 Councillor Gooding reported:

- That the recent additional cut of the grass verges could have been to a better standard.
- That he would speak with the tree surgeons in early December when they are due to complete the tree works and ask that they tidy up the work previously done.
- The railings towards the corner on Burnside were leaning.

128.5 Councillor S McManus:

- Reported that County Councillor White had brought two County Councillors (responsible for Highways and Communities) and the Head of Legal to the village. Three areas were discussed during the visit:

a) **Railings full length of the Brook**

They had agreed that the railings were in poor condition and would only continue to deteriorate. Highways will get a price for repair and possible replacement of the railings – replacement would be SCC’s standard specification, as found outside schools. Councillor S McManus had asked for two prices to be sourced: one to SCC’s standard and a second one for replacement on a like for like basis to see if the village could fund the difference in cost.

b) **Beacon Road**

They had walked Beacon Road to get a better understanding of the drainage issues.

c) **Footpath 18**

They had walked the footpath behind Walford Road to the Jinny Trail which is the subject of a Section 53 application (Footpath 18) lodged by the council 10 years ago. The Councillors could see the logic and were in full support, especially when it was explained that the council’s desire was to extend north of Station Road to create a fully circular walk. However, the Head of Legal was more realistic and said that we effectively have two options:

1. Let the application run its course - this could be another 10 years given the backlog.
2. Get the landowners agreement and we can then push it through as an agreed change. This will still take a year or so but clearly more preferable. There will also be a cost which could be c£1k to the PC (the County Council agreed to matched costs).

The first hurdle will be landowner agreement. The Head of Legal said that one issue is that his research suggested that the land is unregistered - not unusual - so as well as permission they would need to prove that they own it. If this incurred a cost it may fall down there.

One thing suggested was that we also propose changing the line of the footpath from Craythorne Road which officially (Ordnance Survey) runs diagonally across the field, but unofficially people walk down the line of the hedge. This may be preferable to the landowner and help them be affable.

Councillor Badcock said that there would also be an additional cost to the council of around c£300 to install signage which had been requested by the landowner; diverted footpath signs would also be required.

Councillor S McManus asked the council if it wished to commit c£1,300 to accelerate the S53 application.

RESOLVED Not to accelerate the S53 application as the council could not justify the cost.

Councillor Stewart asked if the landowner could retract permission for the footpath. Councillor S McManus said that they could not do this for the official existing footpath but could possibly do so for the permissive footpath.

AGREED That the County Council be requested to clarify the situation regarding permissive footpath rights.

Councillor Badcock asked that it be Minuted that he thinks it is a disgrace that it takes the County Council 10-20 years to resolve these applications.

- He had spoken with Naomi Perry, ESBC:
 - a) **Neighbourhood Plan:** She had confirmed that we are just waiting for the Referendum to be held and that the Referendum costs would be fully borne by ESBC.
 - b) **College Fields – Sport England funds:** Due to index linking the original £150,000 had grown to £171,000. This money has been paid to ESBC and they are waiting for a plan on what the parish council want to do with money, subject to confirmation that it does not have to be used on providing changing facilities. Ms Perry referred to a scheme that had been introduced in Tutbury where a Trust Fund had been created to which local groups could apply for funding, saying that this may be something that Rolleston might want to consider. The criteria would be set by the parish council and applications could be considered by a Board comprised of parish council and possibly village representatives.
 - c) **College Fields – s106 funds:** Due to index linking the original £50,000 had grown to £60,000 but this had not yet been paid to ESBC. Ms Perry was asked to find out when the money will be available, and the parish council will then consider how it wishes to spend the money on community facilities.

The parish council has seven years in which to spend both funding pots.

129. FINANCIAL MATTERS

129.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Skip hire (Dovecliff Road clean-up day)	BACS (paid 12/10/2020)	235.00	39.17
Clerk	Reimbursement re paper for Village Directory	BACS (paid 13/10/2020)	51.27	8.55
ESBC	Locking of Craythorne Road playing field gate (period 25/07/2020 – 31/03/2021)	BACS	522.32	87.05
Hardy Signs Ltd	Craythorne Road playing field – new gate signs	BACS	74.40	12.40
Viking	Postage stamps/stationery (Traffic Management pre-consultation letters)	BACS	197.13	11.19
Phil Gould	Mowing contract	BACS	1,250.14	0.00
EE	Council mobile	DD	9.68	1.61
B Gooding	Property flood resilience protection	BACS	551.00	0.00
1&1 IONOS	RPC Website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
Clerk	Clerk's salary and expenses	BACS	893.14	1.99

J Deacon	Glebe Field: Rebuild stile £120.00 Environmental Officer £914.53 Glebe Field: Footpath posts, supply and install £187.20	BACS	1,221.73	203.62
Woodside Nurseries	Winter plants for planters	BACS	275.00	0.00
Staffordshire Football Assn	FA Pitch Improvement Programme Visit and Report fee	BACS	50.00	0.00
TOTAL			5,350.66	368.89

RESOLVED That the above payments be approved.

129.2 Bank Reconciliation as at 31 October 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	77,081.92	3,566.29	80,648.21
	LESS Expenditure	46,736.48	-	46,736.48
31 October 2020	Bank Statement	40,952.83	60,121.74	101,074.57

RESOLVED That the above was a true record.

130. DRAFT 2021/22 BUDGET AND ACTUAL INCOME AND EXPENDITURE AS AT 31 OCTOBER 2020

Councillor S McManus asked Councillors to consider potential projects/commitments for the 2021/22 financial year and to bring these to the next meeting, noting that there was an increased need for play equipment maintenance and management of trees and that this needs to be considered when setting the Precept at the January 2021 meeting.

RESOLVED That the report be noted.

131. ACTION POINTS

RESOLVED That the report be noted.

132. ROLLESTON CIVIC TRUST

The Civic Trust had approached the council with a proposal to have a wildflower bed on the grass verge at the top of Knowles Hill/Beacon Road.

Councillors supported the initiative in principle, stating that it needs to be clear who would be responsible for maintaining the area, i.e. it should not fall to the council. A grass verge measuring 1m from the roadside should be maintained and a suitable fence should be installed and maintained between the mown area and planted areas. The fence and plants should not be of a height that obscures roads users' vision at the junction.

RESOLVED That the council supports the initiative in principle and that the points set out above be put to the Civic Trust, together with the contact details for Councillors Robson and Sanderson who had volunteered to provide liaison between the Trust and the council for the project.

133. FOREST SCHOOL STREET HEDGE

Councillor S McManus explained that the hedge on the council's land on the Meadow View Open Space and abutting properties on Forest School Street had previously had branches taken off which were overgrowing properties. The hedge was quite high, and residents had requested that it be reduced in height. He asked Councillors to visit the site and look at the hedge. He added that the council's contractor had been asked for his opinion on what can be done.

AGREED That this matter be deferred to the next meeting.

134. MEADOW VIEW OPEN SPACE – OAK POSTS

The council's contractor had reported that one of the oak posts at the Meadow View Open Space was broken and that he would replace it if he had a suitable piece of wood. He also mentioned that several of the posts are getting towards the end of their life and the council will need to consider what it wants to do. He said that it is unusual these days to install oak posts unless it is a special area as oak is expensive and it is more usual to install metal posts instead.

Councillors said they did not want to see metal posts installed and a suggestion was put to install composite posts instead (these have already been installed on The Croft and the Shotwood Close Open Space).

AGREED That the contractor be asked how long he thinks the existing posts will last and that composite posts be installed when the existing posts are no longer viable.

135. CRAYTHORNE WOODS: TREE MANAGEMENT PLAN

Councillor Stewart had met with a Tree Surgeon to discuss creating a management plan with immediate, medium and long term objectives for the Woods. The site visit indicated that there is a need to look to remove dead and diseased trees (seven days' work, chipped on site); then a longer term management plan would be required, i.e. crown lopping, clearing some trees, etc. The guesstimate for the immediate work is c£3,500, other quotations will be required due to the value of the works required to enable a decision to be made by the council.

Councillors queried whether the Woodland Trust might be able to help with the work and thereby reduce the cost of those works.

RESOLVED That Councillor Stewart (a) ask the Tree Surgeon to provide a formal proposal and quotation and (b) approach the Woodland Trust to ask if they are able to help by undertaking the required tree works.

136. CORRESPONDENCE

136.1 Staffordshire Parish Councils' Association (SPCA)

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

136.2 Resident's query

A resident had contacted the council asking why the England flag is not flown in the village.

Councillors noted that the England flag is flown on St George's Day and the Staffordshire flag is flown on the County Day.

AGREED That no changes would be made to the flying of the Union flag at other times.

136.3 Request to plant a tree on The Croft

A request had been received to plant a commemorative tree on The Croft.

AGREED That the request be declined as the area is used by several village organisations for events which are held across the year and there are already sufficient trees on the site.

136.4 Rolleston Manor Court Rolls

Mr T Martin had contacted the council: *"I have been holding these recovered Court Rolls for four years. The History Friends agree that there is no further interest in holding them in the village and that they should be transferred to the archives at Stafford Record Office. If the Parish Council approves I will liaise with the Curator and arrange their transfer."*

AGREED That it is happy for the Rolleston Manor Court Rolls to be transferred to the Stafford County Records office.

136.5 Rolleston Civic Trust

The following message had been received:

You might be interested to know that the Civic Trust has managed to obtain 400 plants from ESBC gardens in Stapenhill at no cost. We are considering who to give these to in the village. Ideas so far have been the Almhouses, the bus stop garden and the orchard project on Beacon Road. The Civic Trust asked if the council wanted to suggest other sites.

Councillors noted that there is a planting scheme already planned for the Spread Eagle island bus stop garden and more information would be required before agreeing to any plants being planted at the Jubilee Orchard.

AGREED That clarification be sought on the types of plants being provided by ESBC to enable a decision to be made on whether these can be planted at the Spread Eagle island bus stop garden and the Jubilee Orchard.

137. 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.

138. QUOTATIONS

138.1 Damaged concrete post on burnside

RESOLVED That the quotation provided by JT Deacon in the sum of £100.00 plus VAT accepted.

138.2 Additional works on the mound at Tafflands

RESOLVED That the quotation provided by JT Deacon in the sum of £498.00 plus VAT be accepted.

138.3 Base for children's play tractor

RESOLVED That the quotation provided by JT Deacon in the sum of £1,024.50 plus VAT be accepted.

- 138.4 **Play bark safer surfacing for children’s play tractor and the mound/slide at Tafflands**
RESOLVED That the quotation provided by CPA Horticulture in the sum of £1,207.50 including delivery plus VAT be accepted.
- 138.5 **Additional cuts of SCC Highways areas (Minute No. 109 refers)**
RESOLVED That the quotation provided by P Gould in the sum of £275.00 be retrospectively approved.
- 138.5 **Footpath 18 – Craythorne Playing Field**
RESOLVED That the quotation provided by JT Deacon in the sum of £250.00 plus VAT be accepted.
- 138.6 **Footpath 3 (Shotwood Close – Shotwood Hill)**
RESOLVED That the proposed works are unnecessary, the quotation would therefore not be progressed.
139. **PROPERTY LEVEL RESILIENCE**
RESOLVED That the £6,257 currently uncommitted funds be retained as an Earmarked contingency fund.

The meeting closed at 9.30 pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
DRAFT 2021/22 BUDGET AND 2020/21 BUDGET AS AT 30 NOVEMBER 2020

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 30/11/2020 £	Draft Budget 2021/22 £
100	Income				
1076	Precept	68,300	68,300	68,300	73,100
1090	Interest Received	27	15	13	6
1100	Grants & Donations Received*	-	-	-	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	15	15	15	15
1230	Beacon Road Substation Lease	30	2,477	2,477	-
1250	Football pitch fees	360	180	180	200
1255	Hire fees (other)	-	210	210	-
1270	SCC: Annual grass cutting	-	3,628	3,628	3,628
1999	Other income	-	721	721	-
	Income	70,522	77,336	77,334	78,739

Band D increased from £48.99 to £54.04. This is an increase of 10.3% on 2020/21.

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 30/11/2020 £	Draft Budget 2021/22 £
200	Administration				
4000	Staff salary	13,672	13,500	8,470	13,500
4020	Employer's National Insurance	625	650	325	650
4030	Payroll Services	78	75	75	80
4050	Use of Home as Office	124	178	119	178
4100	Insurance	3,200	3,163	3,163	3,200
4110	Audit Fees	515	335	135	515
4120	Photocopier: Rental/Maint.	753	702	351	378
4121	Photocopier: Copy charge	700	700	416	670
4125	Stationery	200	200	153	200
4127	Village Directory	150	150	43	150
4130	Postage	200	300	272	300
4140	Council mobile	240	236	127	175
4150	Subscriptions	500	678	678	700
4160	Training	140	140	55	140
4170	Election expenses	-	-	-	-
4190	Mileage expenses	250	250	117	250
4195	Parking fees	12	12	6	12
4200	Play areas	5,000	7,500	429	10,000
4205	Craythorne gate: Lock/unlock	-	-	-	700

The council has acknowledged the need to replace play equipment on play areas.

4210	RPC Website	100	100	40	100
4211	Village website	45	45	35	45
4220	IT/Software	250	274	274	300
4230	s.137 Expenditure	100	100	100	100
4240	Mowing	16,000	16,000	10,001	16,000
4250	Bin emptying	3,000	3,844	2,883	4,000
4260	Trees	2,000	1,000	-	3,000
4265	Plants for planters	-	-	-	600
4270	Environmental contract	12,000	12,000	7,117	12,000
4320	Capital expenditure	400	-	-	400
4330	Other administration	2,000	690	227	2,000
4999	Contingency	5,000	1,000	683	5,000
	Expenditure	67,254	63,822	36,294	75,343
	TOTAL EXPENDITURE	67,254	63,822	36,294	75,343
	TOTAL INCOME	70,522	77,336	77,334	78,739
	NET INCOME OVER EXPENDITURE	3,268	13,514	41,040	3,396

The council has acknowledged the need to undertake more tree maintenance.

Coding	Description	Opening Funds £	Projected Funds Year End £	Actual remaining at 30/11/2020 £
Earmarked Reserves				
4400/320	Environmental improvements	8,152	3,983	4,583
4410/321	EA funding	15,152	6,257	7,257
4420/322	Brook Hollows	10,000	10,000	10,000
4430/323	Bus Shelter - Knowles Hill			
4440/323	Craythorne fence & car park			
4450/323	Jubilee Orchard tree removal	8,026	8,026	8,026
4460/323	Noticeboard - Knowles Hill			
4470/324	Shotwood Close POS	650	650	650
	TOTAL	41,980	28,916	30,516

Recommendation:

That the surplus funds from 2020/21 financial year be put into a new Earmarked Reserve to accrue funds for replacement play equipment.

**Rolleston On Dove Parish Council
Risk Assessment as at 01 December 2020
(see recommendations highlighted in blue)**

Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 15 June 2021 is adequate and covers all assets as set out on the Asset Register.
	Money	Existing cover is adequate.
	Business interruption	Not covered but not required.
	Public Liability	Existing cover for year ending 15 June 2021 of £10 million is adequate.
	Employers Liability claim	Existing cover for year ending 15 June 2021 of £10 million is adequate.
	Fidelity Guarantee	Existing cover for year ending 15 June 2021 of £50,000 should be increased to cover at least the total funds held by the council. The council's insurers are willing to increase this amount to £200,000 at no cost for the remainder of the policy year.*
	Libel and Slander	Existing cover for year ending 15 June 2021 of £250,000 is adequate.
	Officials Indemnity	Covered up to £10 million under council's current Public Liability policy
	Personal Accident	Existing cover for year ending 15 June 2021 of £80,000. It is recommended that this be increased to £100,000. The council's insurers are willing to increase to this amount at no cost for the remainder of the policy year.*
Legal Expenses	Existing cover for year ending 15 June 2021 of £100,000 is adequate.	
Accounts and finance	Annual precept too high/too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	The Financial Services Compensation Scheme (FSCS) deposit protection limit is £85,000 per authorised financial institution (not per account). The council is recommended to consider limiting the total amount held with its Bank to £85,000, i.e. invest some of the money held in the Deposit Account in an accessible savings account with another Bank.
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council May 2020. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council May 2020. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for	Ensure that all accounts and returns are completed and submitted by the deadlines.

	completion / approval / submission of accounts and other financial returns	
	Non-compliance with transparency code requirements	Review process in line with requirements.
	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed-up onto portable external hard drive monthly.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 18 adopted on 11 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained in Clerk's home. Photocopies to be stored off-site for key records.
	Loss of computer-based records	Records backed-up onto portable external hard drive monthly.
Council-owned land and play areas	Accident arising from unsafe areas and resultant public liability claim	Weekly visual inspection of site and play equipment by the council's contractor. Clerk has delegated powers to order remedial works in case of damage or health and safety matters.
Noticeboards	May require repairs/become unsafe	Boards checked regularly when notices are posted.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' Indemnity insurance and working practices. Contractors must have at least £5 million Public Liability insurance.
	Unsafe working practices by a contractor appointed by the council	

*There would be a total additional cost of £15 at renewal for these two items.

This risk assessment was prepared on 01 December 2020 and approved by the Council on 14 December 2020.

Mary Danby
Proper Officer

This risk assessment will be reviewed annually.

