

# Rolleston on Dove Parish Council

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

04 January 2021

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

Dear Councillor

You are hereby summoned to attend a virtual Meeting of the Parish Council on **Monday 11 January 2021** 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](mailto:rollestonpc@outlook.com)) no later than 3pm on Thursday 07 January 2021 for consideration by the parish council.

- 1. APOLOGIES FOR ABSENCE**
- 2. CHAIRMAN'S ANNOUNCEMENT**
- 3. DECLARATIONS OF INTEREST**
- 4. PLANNING MATTERS**
  - 4.1 Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00962	Barn Cottage Chapel Lane	Erection of a single storey extension to the north elevation, erection of a single storey extension to the east elevation and alterations to existing store to form a garage
P/2020/01360	20 Ealand Street	Erection of a single storey rear extension
P/2020/01361	Land to the south of Forest School Street	Substitution of house types on Plots 29 and 30, 71 to 74, 76 and 78 to 83
P/2020/01377	The Gables 26 Church Road	Re-pollarding to previous points of one Lime tree (T186) of TPO 1 and reduction of an overhanging branch
P/2020/01419	The Croft Burnside	Demolition of existing conservatory and erection of a single storey side extension
P/2020/01435	St Mary's Close 5 Church Road	Felling of 5 Leylandii trees and 1 Holly tree

#### 4.2 Planning Decisions

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2020/00959	Smallholding 10 Tutbury Road Rural	Conversion of existing garage to form ancillary accommodation
Permitted		
P/2020/01185	41 Church Road	Erection of a single storey side extension to form a garage and relocation of boundary fence
Permitted		
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)
Consent granted		
P2020/01231	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)
Consent granted		
P/2020/01245	4 Beacon Road	Felling of 1 Willow tree
Consent refused		

5. MINUTES OF THE COUNCIL MEETING HELD ON 14 DECEMBER 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 02 January 2021)

Payee	Description	Payment Method	Gross £	VAT £
M&M Tree and Garden Services	Burnside: Tree works	BACS (paid 21/12/2020)	690.00	0.00
ESBC	Road sweeping, litter picking and bin emptying (quarterly)	BACS (paid 24/12/2020)	1153.26	192.21
Clerk	Reimbursement re stationery	BACS (paid 31/12/2020)	28.93	4.82
1&1 IONOS Ltd	RPC Website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,250.14	0.00
Manor Park Nurseries	Compost	BACS	8.00	1.34
O2	Council mobile	DD (paid 23/12/2020)	5.92	0.99
S McManus	Reimbursement re Zoom Pro	BACS	100.73	16.80
Clerk	Clerk's salary and expenses	BACS	876.65	0.00
J Deacon	Environmental Officer £914.53 Install noticeboards into bus shelters £24.00 Replace broken post on The Croft £30.00	BACS	968.53	161.42
<b>TOTAL</b>			<b>5,088.15</b>	<b>378.58</b>

10.2 Bank Reconciliation as at 31 December 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	78,195.88	3,567.29	81,763.17
	<b>LESS</b> Expenditure	61,742.99	-	61,742.99
31 December 2020	Bank Statement	27,060.28	60,122.74	87,183.02

11. DRAFT 2021/22 BUDGET AND ACTUAL INCOME AND EXPENDITURE AS AT 31 DECEMBER 2020 (ENCLOSURE 2)

The council is requested to:

- Approve the 2021/22 budget
- Note the actual income and expenditure to 31 December 2020
- Approve the funds held as Earmarked Reserves

**12. DECLARATION OF 2021/22 PRECEPT**

**13. CAR PARKING IN THE VILLAGE**

**14. COMMUNITY FLOOD PLAN (DRAFT) (ENCLOSURE 3)**

**15. PARISH COUNCIL FACEBOOK PAGE**

**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. QUOTATIONS (ENCLOSURE 4 – COUNCILLORS ONLY)**

MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON MONDAY 14 DECEMBER 2020 COMMENCING AT 7.30 PM

**PRESENT**

Councillor S McManus (in the Chair)

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

**In attendance**

1 Member of the public

Mary Danby, Clerk

**PUBLIC FORUM**

No comments or queries were put to the council.

**140. APOLOGIES FOR ABSENCE**

None, all councillors present

**141. CASUAL VACANCY**

Councillors were informed that no applications for Co-option had been received.

**142. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Houston declared a disclosable non-prejudicial interest in Minute No. 143.1 (P/2020/01245 an TPO No. 418).

**143. PLANNING**

**143 .1 Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
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)
No objection		
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
No objection		
P/2020/01245	4 Beacon Road	Felling of 1 Willow tree
No objection		
P/2020/01291	14 Hall Road	Erection of two storey side and single storey front and rear extensions
No objection		

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.
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> <li>▪ The tree is causing a major problem for road users as it now reaches across the width of Beacon Road and brushes the property on the opposite side of the road</li> <li>▪ The tree is pushing the wall out and has raised the footpath (as shown in the attached photographs submitted by the property owner with Planning Application No. P/2020/01245)</li> <li>▪ The tree should be removed in the interests of pedestrians and road users' safety</li> </ul>		

143.2 **Planning Decisions**

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

144. **MINUTES**

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

145. **MATTERS ARISING**

**Minute No. 125 Gravestone of a Mosley horse (Minute No. 114 refers)**

The council's contractor had collected the gravestone and taken it to his Yard. He said that he was able to clean the stone; he also noted that some of the lead lettering was missing (which he was able to replace if the council wished) and he advised that the stone was meant to be laid flat so that the inscription could be read, and he offered to quote for it to be installed at The Croft on a raised surround.

**RESOLVED** That the council's contractor be requested to quote for cleaning the stone, replacing the missing lead lettering and installing it on a raised surround on The Croft near the base of the wall close to the Old Grammar School (exact location to be confirmed - the council will provide a plaque which will be mounted on the wall above the stone).

**Minute No. 128.5 Railings full length of the Brook**

It was noted that the County Council's contractor had repaired the railings, including the post previously damaged by the vehicle and that a very thorough job had been done. It was noted that the post may need a second coat of paint.

**AGREED** That Councillor White be thanked for his efforts in getting the work done.

**Minute No. 134 Meadow View – oak posts**

The council's contractor had said that the posts could possibly be okay for a couple of years before the council would need to look to replacing them.

**AGREED** That the information be noted.

**Minute No. 136.5 Rolleston Civic Trust**

Councillor Robson reported that c100 plants had been planted in the Jubilee Orchard.

**146. COUNTY COUNCILLOR'S REPORT**

Councillor White was unable to attend the meeting and had provided the following report:

- **Beacon Road scheme**  
The design work on the drainage solution is nearing completion and the delivery date is set for February. As soon as I have details of the precise engineering works and the timetable I will share them with the Parish Council. The road resurfacing should take place as soon as the drainage works are complete.
- **Changes to traffic regulations and the RPC survey**  
This will be used as the starting point for consulting on potential changes after the Parish Council has considered the matter this evening and made its recommendations. Regarding the one-way system, as this was a suggestion from Parish Councillors it will only be pursued if there is still support for it from the Parish Council.
- **Gully emptying**  
The blocked gully on Chapel Lane is due to be cleared 15 December. Due to the need to take account of emergency work which by its nature arises on a short-term basis and can change plans for maintenance works, we will get 1-2 weeks advance notice of the dates for general gully emptying on Beacon Road, Knowles Hill, Church Rd, Chapel Lane, School Lane and Dovecliffe Road. I will share this with the Parish Council when I receive it so it can be publicised.
- **Burnside Brook subsidence, railing and pavement repair**  
I am pleased that this work has been undertaken and appears to be to a good standard.
- **Dovecliffe Road build-out (near Cricket Club)**  
This work will be completed by the end of the financial year. The delay is due to addressing the objections of residents in the immediate vicinity of the build-out following the prescribed legal process for handling such objections, which is lengthy.
- **Dodslow Avenue sewer issue**  
Having discussed this with Councillor Sanderson, I have referred the matter to Kate Griffiths MP so she can use her office to pressure Cadent to carry out repairs without further delay.
- **Burton-on-Trent Town Deal**  
I am pleased to say that Burton's Town Deal Board on which I sit has submitted the town's bid for up to £25 million of improvements for the town centre. This would include improvements to the High Street, improving connections between the shopping areas and the Washlands, a new foot and cycle bridge, improved cycling routes, improvements to the Trent & Mersey Canal towpaths, a new library, the expansion of Burton and South Derbyshire College's facilities and the opening of a university regional learning centre in the Brewhouse (while maintaining the arts offer). The overall aim is to increase footfall in the town centre to support the retail and hospitality sectors, reconnect the town with the river and Washlands, improve the skills of the population of Burton and reduce congestion and pollution by encouraging more sustainable travel.

**147. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon echoed County Councillor White's comments regarding the Burton Town Deal and reported that a new Deputy Leader and changes to the Cabinet and portfolios would be agreed at the next ESBC full council meeting.

**148. PARISH COUNCILLORS' REPORTS**

148.1 Councillor Toon reported:

- That parked cars had prevented the road sweeper from clearing leaf build-up in some areas of the village. Councillor Robson said he had noted one such area on Church Road. Councillor Gooding noted that an area opposite the Spread Eagle is used as a car park. Councillor Toon said that the Borough Council writes to people asking them to move their vehicles, but it cannot enforce people to do so.
- She liked the repair to the railings on Burnside but noted that they will probably need painting soon.

148.2 Councillor Stewart:

- Noted that there were some dead trees on the left-hand side of the Jinny Trail and said that she and her husband would remove these.
- Asked if there had been any progress with Stretton Parish Council regarding the small landslip on the Jinny Trail.  
**AGREED** That Stretton Parish Council be approached for an update.
- Noted that the Sustrans land off Station Road was for sale by Auction on 18 December as two lots, one with a guide of £25,000 and the other with a guide of £5,000. A number of people had asked if the Parish Council would be bidding for it and they had been advised that this was not possible due to financial constraints.

148.3 Councillor Gooding reported that the Burnside tree works were due to be completed on 16 December.

148.4 Councillor Wyatt reported that:

- The farmer(s) had now trimmed the hedges.
- Drains on Burnside had not been cleared.
- The leaf build-up on The Lawns had been cleared.

148.5 Councillor Badcock reported:

- A post was broken (lying down) on The Croft.  
**AGREED** That the council's contractor be asked to repair or replace the post as appropriate.
- The TTTV wished to manage villagers' expectations in an accurate and professional manner. The initial plan for the site was drawn up and costed as part of the original application by ESBC to the Lottery. Whilst consultation with the Parish Council and villagers can take place in the Spring/early summer the plan will not be radically altered. However local knowledge may suggest slight changes, and these can be put to the consultants for them to consider. Parish Councillors are already aware of this. Louise Morris from the TTTV will contact the Angling Group by email to keep them in the picture and to ensure that they understand time scales. She will also liaise with Julia Baker from ESBC to put information in the Spring issue of The Rollestonian. In the meantime, it is hoped that numbers will grow for the "Friends" group which could hold its first meeting in the Spring/early summer."

148.6 Councillor S McManus reported that the RoSPA inspection of the play tractor had been further delayed as the National Brewery Centre was closed until the New Year.

**149. FINANCIAL MATTERS**

149.1 Schedule of payments

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 <sup>rd</sup> quarter)	BACS	957.51	0.00
Clerk	Salary and expenses	BACS	924.68	2.83
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
Midshire Business Systems	Photocopier: Final quarterly copy charge	BACS	75.04	12.51
<b>TOTAL</b>			<b>8,073.69</b>	<b>593.06</b>

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

149.1 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	<b>PLUS</b> Income	78,195.88	3,566.80	81,762.68
	<b>LESS</b> Expenditure	51,807.99	-	51,807.99
30 November 2020	Bank Statement	36,995.28	60,122.25	97,117.53

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

**150. DRAFT 2021/22 BUDGET AND INCOME AND EXPENDITURE AS AT 30 NOVEMBER 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.

It was noted that the council needs to agree its Earmarked Reserves at the next meeting.

**RESOLVED** That the report be noted.

**151. RISK ASSESSMENT**

It was noted that the Interim Internal Audit had taken place at short notice on 16 November and the Clerk had agreed to the date which fell at the beginning of her Annual Leave. The council's accounts and governance had been found to be in good order and only two small points had been raised:

- The council was asked to improve its website Accessibility Statement - this had been done using information from another parish council's website.
- The council was asked to draft a Risk Assessment for approval as it did not currently have this in place.

The Clerk had drafted a Risk Assessment for approval which recommended that:

- a) The council's Fidelity Guarantee be increased from £50,000 to £200,000.\*
- b) The council's Personal Accident cover be increased from £80,000 to £100,000.\*
- c) The council consider opening an account with another provider to enable it to spread its risk (the FSCS deposit protection limit is £85,000 per provider).

\*The council's insurer was willing to increase these amounts at no cost for the remainder of the policy year – there would be a total additional cost of £15 at renewal for these two items.

**RESOLVED THAT:**

- Recommendations (a) and (b) be agreed and the additional cost at renewal be noted.
- The Clerk investigate a new bank account with another Bank so that the council can decide how much it would want to move from the existing bank account.
- Contractors be asked to confirm the level of their current Public Liability cover (£5m minimum to be in place from 01 April 2021).

**152. BEACON ROAD**

Councillor S McManus explained the responses received from the recent pre-consultation survey and following discussion it was

**RESOLVED THAT:**

- 1) The proposed one way system be withdrawn
- 2) The proposed double yellow lines on Chapel Lane/School Lane be withdrawn
- 3) The proposed double yellow lines on Station Road are still supported
- 4) The proposed double yellow lines at the bottom of the Jinny Trail be withdrawn

**153. FOREST SCHOOL STREET/MEADOW VIEW HEDGE (Minute No. 133 refers)**

**AGREED THAT:**

- The contractor be asked to quote to reduce the height of the hedge by 25% and clear any parts that are touching or could damage the fence.
- The residents be advised of the proposed works when the quotation has been accepted.

**154. COLLEGE FIELD DEVELOPMENT: S106**

Nothing further had been received from ESBC.

**155. CORRESPONDENCE**

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

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

155.2 **Rolleston Civic Trust: Wildflower garden proposal (Minute No. 132 refers)**

A Civic Trust representative had recently met with Councillors Robson and Sanderson and discussed an alternative site, so that the wildflower garden would be located behind the bench outside the Jubilee Orchard. Both councillors agreed with the proposed site as it was felt it would fit in well with the existing Jubilee Orchard. County Councillor White and Richard Rayson, Community Highways Division, both support the project.

Richard Rayson had confirmed that a Licence to Plant would need to be issued which records what is being done and by whom. This can only be issued to the Parish Council. He asked that the Civic Trust provide a simple sketch of the proposal and confirmation that the Parish council support the project, will maintain it, insure any features placed on the verge and that these are covered by the Parish Council's insured assets. A licence would be issued on receipt of the sketch and the Parish Council's confirmation as set out above.

**RESOLVED THAT:**

- a) The council approves the revised wildflower garden location.
- b) The council confirms that it supports the project which will be undertaken and maintained by the Rolleston Civic Trust, insure any features placed on the verge and that these are covered by its insured assets to enable the Licence to Plant to be issued to the Parish Council.

156. **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.

157. **CRAYTHORNE WOODS MANAGEMENT PLAN PHASE 1**

**RESOLVED THAT:**

- a) The quotation provided by Burton Tree Care in the sum of £1,575 be accepted.
- b) The village be advised via the Civic Trust, Facebook, RPC website, etc that the work will be done.

158. **ANDY STARBUCK - COMMEMORATIVE SEAT (Minute No. 106.10 refers)**

**RESOLVED** It was felt that it is inappropriate to use public funds for this purpose and local organisations be contacted asking them to consult with their members to consider donating towards the cost of the proposed seat and the council would make a site available on the brookside in Brookside.

The meeting closed at 9.30 pm

Signed .....

Date .....

**ROLLESTON ON DOVE PARISH COUNCIL**  
**DRAFT 2021/22 BUDGET AND ACTUAL INCOME AND EXPENDITURE TO 31 DECEMBER 2020**

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/12/2020 £	Draft Budget 2021/22 £
<b>100</b>	<b>Income</b>				
1076	Precept	68,300	68,300	68,300	73,100
1090	Interest Received	27	15	14	6
1100	Grants & Donations Received	-	875	875	-
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	-
1999	Other income	-	721	721	-
	<b>Income</b>	<b>70,522</b>	<b>78,211</b>	<b>78,210</b>	<b>75,111</b>

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 31/12/2020 £	Draft Budget 2021/22 £
<b>200</b>	<b>Administration</b>				
4000	Staff salary	13,672	13,500	10,124	13,500
4020	Employer's National Insurance	625	650	488	650
4030	Payroll Services	78	75	75	80
4050	Use of Home as Office	124	178	134	178
4100	Insurance	3,200	3,163	3,163	3,200
4110	Audit Fees	515	435	435	515
4120	Photocopier: Rental/Maint.	753	702	351	378
4121	Photocopier: Copy charge	700	700	478	670
4125	Stationery	200	200	169	200
4127	Village Directory	150	150	51	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	149	250
4195	Parking fees	12	12	6	12
4200	Play areas	5,000	7,500	1,637	7,000
4205	Craythorne gate: Lock/unlock	-	435	435	700

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

4210	RPC Website	100	100	45	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	11,526	17,000
4250	Bin emptying	3,000	3,844	3,844	4,000
4260	Trees	2,000	2,265	815	4,000
4265	Plants for planters	-	-	-	600
4270	Environmental contract	12,000	12,000	7,117	13,000
4320	Capital expenditure	400	-	-	800
4330	Other administration	2,000	690	240	2,000
4999	Contingency	5,000	1,000	248	5,000
	<b>Expenditure</b>	<b>67,254</b>	<b>65,622</b>	<b>43,071</b>	<b>75,743</b>
	<b>TOTAL EXPENDITURE</b>	<b>67,254</b>	<b>65,622</b>	<b>43,071</b>	<b>75,743</b>
	<b>TOTAL INCOME</b>	<b>70,522</b>	<b>78,211</b>	<b>78,210</b>	<b>75,111</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>3,268</b>	<b>12,589</b>	<b>35,139</b>	<b>- 632</b>

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

Replacement laptop Summer 2021

Coding	Description	Opening Funds £	Projected Funds Year End £	Actual remaining at 31/12/2020 £
<b>Earmarked Reserves</b>				
4400/320	Environmental improvements	8,152	3,983	3,983
4410/321	EA funding	15,152	6,257	6,257
4420/322	Brook Hollows	10,000	10,000	10,000
4440/323	Craythorne fence	1,278	1,278	1,278
4440/325	Replacement play equipment*	7,398	7,398	7,398
	<b>TOTAL</b>	<b>41,980</b>	<b>28,916</b>	<b>28,916</b>

\*New Earmarked Reserve created using funds from Shotwood Close (£650) and Knowles Hill bus shelter, noticeboard and Jubilee Orchard tree removal (£6,748)



# community flood plan

Parishes and communities working together

<b>Community or group</b>	Rolleston on Dove Parish Council	<b>Address</b>	Rolleston on Dove Staffordshire
<b>Floodline Quickdial Number</b>	0345 988 1188	<b>Which Environment Agency flood warnings are you registered to receive?</b>	?
<b>Local flood warning trigger</b>	When water reaches X depth on Burnside bridge over brook / height marker on Brookhouse river depth and sustained heavy rain for more than 2 hours and forecast to continue.		
<b>Date</b>	Dec 2020		

## Contents

### 1. Actions to be taken before a flood

- A - Locations at risk of flooding: flood warnings
- B - Locations at risk of flooding: locations at risk of flooding / sources of flooding
- C - Locations at risk of flooding: map showing direction of flooding

### 2. Actions to be taken during a flood

- A - Local flood actions
- B - Local volunteers / flood wardens
- C - Important telephone numbers
- D - Available resources
- E - Arrangements between authorities
- F - Vulnerable residents, properties and locations

### 3. After a flood

- A - Reputable contractors

### 4. Appendix A: Flood alert levels

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## 1A – Locations at risk of flooding: Flood warnings

From the information you have available, make a list of areas liable to flood and the level of warning which would affect them.

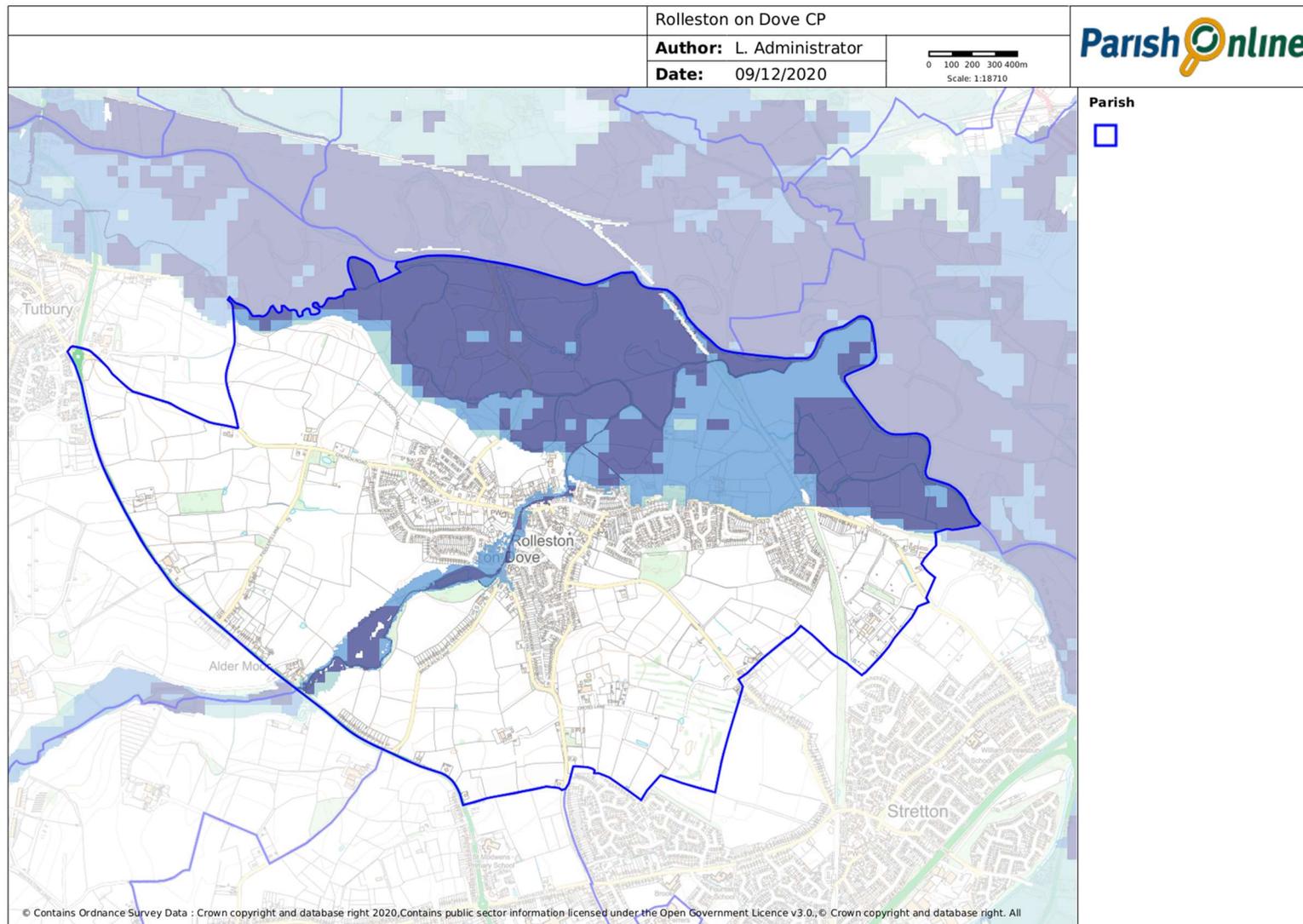
Area number	Location of risk	Trigger level	Actions
Area 1	Anslow Lane at T junction with Burnside	When early signs of road flooding are evident, e.g. rising river levels and rain forecast for at least another 4 hours	Parish Council Facebook page Text alert from Environment Agency
Area 2	Burnside road outside Co-op	When early signs of road flooding are evident, e.g. rising river levels and rain forecast for at least another 4 hours	Parish Council Facebook page Text alert from Environment Agency
Area 3	Burnside road outside Rolleston Club	After 2 hours continuous rain, or when a significant puddle develops and brook has not burst banks.	Parish Council Facebook page Text alert from Environment Agency
Area 4	Brookside from 4 Brookside to Brookhouse Hotel	After 2 hours continuous rain with forecast for further rain  After hours continuous rain with forecast for further rain	Parish Council Facebook page Text alert from Environment Agency
Area 5	Chapel Lane from Ian Barker Butchers to John of Rolleston School Alderbook site and School Lane outside John of Rolleston School juniors site.	When Craythorne ditches overflow and rain forecast for at least 2 hours.	Parish Council Facebook page Text alert from Environment Agency
Area 6	Station Road from Rolleston Garage to Scout HQ	When it has rained heavily and early signs of flooding, e.g. rising river levels already evident and rain forecast for at least another 6 hours.	Parish Council Facebook page Text alert from Environment Agency
Area 7			

## 1B – Actions to be taken before a flood: Locations at risk of flooding / source of flooding

Insert details of areas at risk from flooding and the direction of flooding. Include maps and if possible, details of existing defences.

Area number	Location at risk	Source of flooding	Direction of flooding
Area 1 Anslow Lane	Flooding, spray damage to houses, stranded vehicles in deep water	Drain water and water run-off from Knowles Hill	North down Knowles hill toward Burnside
Area 2 Burnside	Outside the Co-op	Water collecting at low point from Burnside and Knowles Hill	As above
Area 3 Burnside	Outside Rolleston Club	Drains blocked with leaves	From drains in road on bank of brook and from brook itself
Area 4 Brookside	20 homes adjacent to the brook and flood plains behind	From the Brook rising in levels by up to 10 feet making the road impassable. From Trent flooding across the flood plain – which can happen simultaneously.	South over flood plains to rear of houses, and from North from the adjacent brook
Area 5 Chapel Lane / School Lane	All of Chapel Lane and School Lane including outside both school sites	Water runoff from Beacon Road due to ditches on Craythorne Road being at capacity and running down Beacon Road to lower lying Chapel Lane and School Lane	From Easterly up Beacon Road from water originating in Craythorne Lane.
Area 6 Station Road	From Rolleston Garage to Scout HQ	Both from road drains releasing pressure on the sewers and water from School Lane pouring on to Station Road. Situation exacerbated by traffic driving at speed through flood water.	From road drains and excess water from School Lane / Chapel Lane
Area 7			

1C – Actions to be taken before a flood: Map showing areas at risk of flooding:



## 2A – Actions to be taken during a flood: local flood actions

Identify local flood actions.

Report flooding on <https://apps2.staffordshire.gov.uk/web/reportfault/#divSelectionHeader>

Area number	Action / trigger	Local action	Equipment required	Time required
Area 1 Anslow Lane	Flood alert issued or visible flooding occurring	Road Closed sign (located in Brook Hollows) to be put in the road to prevent cars becoming stranded and causing spray flooding to adjacent homes.	Road Signs	10 mins
Area 2 Burnside Co-op	Flood alert issued or visible flooding occurring	Flood sign (located in Brook Hollows) to be put in the road to prevent cars becoming stranded causing spray flooding to adjacent homes.	Road Signs Report on	10 mins
Area 3 Burnside Rolleston Club	Flood alert issued or visible flooding occurring	Check and unblock of leaves from road gutter drains to allow water to flow away	Stick / rod	20 mins
Area 4 Brookside	Flood alert issued or visible flooding occurring	Idea: Text alert to residents to warn of flooding risk, advising to erect floor gates, cover air bricks, fit WC pan seals, secure flood doors and use sandbags / flood snakes  Idea: Text alert to advise raising valuables, food, drink and furniture to upper levels	Text / FB message Household resilience material	30 mins
Area 5 Chapel Lane / School Lane	Flood alert issued or visible flooding occurring	Road Closed sign from Rolleston Garage to be placed at bottom of Beacon Road, Station Road entrance to School Lane and Chapel Lane to prevent spray damage and vehicles becoming stranded.	Signs	15 mins
Area 6 Station Road	Flood alert issued or visible flooding occurring	Road Closed signs on grass verge at Rolleston Garage and Scout HQ. Call 111 and request assistance when cars ignore Road Closed and drive at speed through water resulting in spray reaching houses.	Signs	15 mins

**2B – Actions to be taken during a flood: local volunteers / flood wardens**

List local volunteers/flood wardens that could be contacted in an incident. They may be required to lift heavy sandbags so should be reasonably active or fit. Consider using other volunteers such as communicators, administrators or minders of vulnerable people during an incident. These volunteers could be registered on the Environment Agency’s Floodline Warnings Direct service so they receive the flood warnings. **Volunteers must not put their own life at risk.**

Name	Address	Telephone Day	Telephone Evening	Mobile
Steve McManus				
Ellen McManus	This whole section needs a discussion.  Should the Parish Council be ‘on call’? Most will be happy to help but it may be giving the wrong impression to think that the Parish Council are an ‘emergency service’			
Clare Stewart				
Stephen Sanderson				
Barry Gooding				
Mike Robson				
Bob Houston				
Jason Wyatt				
Simon Turner				
Jane Wier / Ryan Weir				

## 2C – Actions to be taken during a flood: Important telephone numbers

Make a list of important telephone numbers so all the information you require during an incident is readily available.

Organisation	Telephone (office hours)	Telephone (out of hours)	Online
<b>Floodline</b>	0345 988 1188	0345 988 1188	<a href="https://flood-warning-information.service.gov.uk/warnings">https://flood-warning-information.service.gov.uk/warnings</a>
<b>Environment Agency</b>	0370 850 6506	0370 850 6506	<a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a>
<b>East Staffordshire Borough Council</b>	01283 508000	01283 517111	<a href="http://www.eaststaffsbc.gov.uk/emergency-planning/flooding">http://www.eaststaffsbc.gov.uk/emergency-planning/flooding</a>
<b>Staffordshire County Council</b>	0300 111 8000	0300 111 8000	<a href="https://www.staffordshire.gov.uk/Highways/flooding/Home.aspx">https://www.staffordshire.gov.uk/Highways/flooding/Home.aspx</a>
<b>Fire &amp; Rescue Service</b>	Burton Community Fire Station 01785 898070  Emergency 999	Burton Community Fire Station 01785 898070  Emergency 999	
<b>Police</b>	Burton Police Station 0300 123 4455  Emergency 999	Burton Police Station 0300 123 4455  Emergency 999	
<b>Ambulance Service</b>	General enquiries 0115 884 5000  Emergency 999	General enquiries 0115 884 5000  Emergency 999	
<b>Trent &amp; Dove Housing</b>	01283 528528	01283 528528	<a href="https://www.trentanddove.org/contact-us/">https://www.trentanddove.org/contact-us/</a>

**ENCLOSURE 3**

<b>South Staffs Water</b>	0800 389 10 11	0800 389 10 11	<a href="https://www.south-staffs-water.co.uk/incidents/in-my-area">https://www.south-staffs-water.co.uk/incidents/in-my-area</a>
<b>Severn Trent Water</b>	0800 783 4444	0800 783 4444	<a href="https://www.stwater.co.uk/help-and-contact/contact-us/">https://www.stwater.co.uk/help-and-contact/contact-us/</a>
<b>Electricity</b>	0800 6783 105	0800 6783 105	<a href="https://www.westernpower.co.uk">https://www.westernpower.co.uk</a>
<b>Gas</b>	0800 111 999	0800 111 999	<a href="https://cadentgas.com/contact-us">https://cadentgas.com/contact-us</a>
<b>Telecommunications</b>	0800 023 2023 (option 1)	0800 023 2023 (option 1)	<a href="https://www.openreach.com/help-and-support/damage-health-and-safety">https://www.openreach.com/help-and-support/damage-health-and-safety</a>
<b>Adjacent Town/Parish councils</b>	<b>Tutbury Parish Council</b> Clerk: 07486 406045 <a href="http://tutburyparishcouncil.co.uk/contact-us/">http://tutburyparishcouncil.co.uk/contact-us/</a>	<b>Stretton Parish Council</b> Clerk: 01283 537939 <a href="https://stretton-Parish-council.gov.uk/">https://stretton-Parish-council.gov.uk/</a>	

## 2D – Actions to be taken during a flood: Available resources

Identify available resources.

Organisation	Resource	Number	Location	Notes
Rolleston on Dove Parish Council	Sandbags and road signs		Brookside Station Road / Meadow View Jitty Garage Jinnie Inn Brook Hollows	Sandbags in sand bins. Please replace signs after a flood to sand bins and dispose of sandbags as contaminated waste
Environment Agency	Warning flood alert text			Requires advance warning, not just mid-flood warnings based on river levels
Police	Road closure to prevent spray damage	Burton Police Station 0300 123 4455  Emergency 999		Station Road closure enforcement
Fire & Rescue Service	Pumping of water from Station road	Burton Community Fire Station 01785 898070  Emergency 999		Land adjacent to Scout HQ has been used to pump water to during a flood

2D - Map showing location of emergency equipment:

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**3A – After a flood: Reputable contractors**

List companies/reputable contractors whose help you may need after a flood. Get contracts in place or know who to call for assistance. If help is not needed, you can leave this section blank. If you plan to do the work yourself, leave this section blank.

Company name	Business (e.g. builder)	Telephone	Fax
John Deacon	General repairs and cleaning of Parish Council property	07773 144 448	
East Staffordshire Borough Council	Road cleaning	01283 508000	

## Appendix A: Flood warning levels

### Flood alert - Prepare



- prepare a bag that includes medicines and insurance documents
- check flood warnings

### Flood warning - Act



- turn off gas, water and electricity
- move things upstairs or to safety
- move family, pets and car to safety

### Severe flood warning - Survive



- call 999 if in immediate danger
- follow advice from emergency services
- keep yourself and your family safe