



# Rolleston on Dove Parish Council

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

19 April 2021

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

Dear Councillor

You are hereby summoned to attend a virtual Meeting of the Parish Council on **Thursday 22 April 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 06 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/81872899725?pwd=TXJqZTJoOGxINnJOYmZZMGNTcEoydz09>

Meeting ID: 818 7289 9725      Passcode: 927615

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 Wednesday 21 April 2021 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/2021/00062           | The Craythorne Golf Club and Centre<br>Craythorne Road | Outline application for the siting of 40 holiday chalets with all matters reserved   |
| P/2021/00277           | 19 Shotwood Close                                      | Erection of a single storey side and front extension and retention of replacement windows to the existing dwelling   |
| P/2021/00336           | Long Branch<br>Anslow Lane                             | Pollarding of 1 Lime tree (T2 of TPO 190)  |
| P/2021/00337           | Kimberley<br>Church Road                               | Crown reduction of 1 Yew tree by 30% - 2.5m (T1), crown reduction of 1 Yew tree by 30% - 2.5m (T2), crown reduction of 1 Yew tree by 30% - 2.5m and remove lower lateral limb overhanging road (T3) (TPO No 1) |
| P/2021/00437           | 82 Walford Road  | Erection of a part two storey part first floor front/side extension  |
| P/2021/00444           | Rolleston House<br>Hall Grounds                        | Felling of 1 Box Elder tree and 1 Portuguese Laurel tree (TPO1)  |
| P/2021/00460           | Kimberley<br>Church Road                               | Cut back limbs overhanging garage by up to 1 metre or to the nearest suitable union of 1 Yew tree  |

### 3.2 Planning Decisions

| <b>Application No.</b>                          | <b>Location</b>                     | <b>Proposal</b>   |
|---|-------------------------------------|---|
| P/2020/01425<br>Permitted                       | Woodpeckers<br>8 Alders Reach       | Replacement windows and doors to the front and rear elevations  |
| P/2020/01467<br>Permitted                       | 22 Station Road                     | Erection of a front canopy, single storey side and rear extension, raising of ridge height to facilitate additional accommodation and the erection of a detached ancillary building |
| P/2020/01493<br>Permitted                       | Brookhouse Hotel<br>39 Station Road | Conversion and alterations of former Hotel outbuilding to form a residential unit including demolition of part of building  |
| P/2020/01505<br>Listed Building Consent granted | Brookhouse Hotel<br>39 Station Road | Listed Building Consent for the demolition of part of former Hotel outbuilding to facilitate the conversion and alterations to form a residential unit                              |

|  |                                    |   |
|--|------------------------------------|---|
| P/2021/00083   | 41 Burnside                        | Erection of a part two storey part single storey side and front extension and formation of new vehicular access   |
| Permitted  |                                    |   |
| P/2021/00102   | 17 Brookside                       | Felling of Norway Spruce (Picea abies) (T1), felling of one Leylandii (T2), pruning of branches to give 0.5m clearance of telephone lines to 4 x Silver Birch (Petula pendula) (T3-T6), crown lifting to 4m to 3 x Norway Spruce (T7-T9).   |
| The LPA has no objection to the work and does not propose to make a TPO in this instance |                                    |   |
| P/2021/00180   | 16 Alderbrook Close                | Erection of a part first floor and single storey rear extension   |
| Permitted  |                                    |   |
| P/2021/00230   | Arford House<br>Moseley Mews       | Felling of Holly tree (T2)  |
| The LPA has no objection to the work and does not propose to make a TPO in this instance |                                    |   |
| P/2021/00285   | Tudor Hollow<br>3 Church Road      | Removal of overhanging branches from two Yew trees and one Holly tree, and reduction in height by approximately 50% to the point where they have been previously coppiced   |
| The LPA has no objection to the work and does not propose to make a TPO in this instance |                                    |   |
| P/2021/00283   | St Mary's Close<br>5 Church Road   | Removal of two large branches of a self-sown Plane tree overhanging and shading the garden of 87 The Lawns  |
| The LPA has no objection to the work and does not propose to make a TPO in this instance |                                    |   |
| P/2021/00321   | Laburnum Cottage<br>7 Bladons Yard | Re-pollard to original points of cutting to 1 Willow tree (T1), re-pollard to original points of cutting to 1 Maple tree (T2), prune by removal of dead and crossing branches and reduction in height by 1.5m to 1 Laburnum tree (T3), reduction in height by approx. 3m to 1 Dawn Redwood tree (T4) and reduction in height by approx 2m and reduce side growth by 1m to 1 Birch tree (T5) |
| The LPA has no objection to the work and does not propose to make a TPO in this instance |                                    |   |

4. **MINUTES OF THE COUNCIL MEETINGS HELD ON 08 MARCH AND 16 MARCH 2021 (Enclosures 1A and 1B)**
5. **MATTERS ARISING FROM PREVIOUS MINUTES**
6. **COUNTY COUNCILLOR'S REPORT**

## 7. BOROUGH COUNCILLOR'S REPORT

## 8. PARISH COUNCILLORS' REPORTS

## 9. FINANCIAL MATTERS

### 9.1 Schedule of payments

| Payee                        | Description   | Payment Method       | Gross £         | VAT £         |
|------------------------------|---|----------------------|-----------------|---------------|
| Clerk                        | Reimbursement re NDP flyers   | BACS<br>(15/03/2021) | 31.84           | 0.00          |
| Clerk                        | Reimbursement re padlock and keys for Jubilee Orchard gate  | BACS<br>(18/03/2021) | 46.18           | 7.70          |
| Clerk                        | Reimbursement re "No dogs allowed" signage for play areas   | BACS<br>(18/03/2021) | 52.52           | 8.75          |
| O2                           | Council mobile  | DD<br>(23/03/2021)   | 8.40            | 1.40          |
| Burton Tree Care             | Tree works:<br>124 Walford Road £260.00<br>Emergency call-out re hanging limb on Lime tree, Burnside £95.00   | BACS<br>(23/03/2021) | 355.00          | 0.00          |
| Clerk                        | Reimbursement re stationery   | BACS<br>(25/03/2021) | 15.64           | 2.61          |
| ESBC                         | Bin emptying (1 <sup>st</sup> quarter)  | BACS                 | 1,165.94        | 194.32        |
| SPCA                         | 2021/22 Subscription £398.00<br>Chairmanship training £50.00  | BACS                 | 448.00          | 0.00          |
| Viking                       | Postage stamps £179.50<br>Stationery £74.38   | BACS                 | 253.88          | 12.40         |
| Cllr C Stewart               | Reimbursement re Zoom subscription  | BACS                 | 14.39           | 2.40          |
| 1&1 IONOS Ltd                | RPC Website   | DD                   | 5.99            | 1.00          |
| SLCC                         | 2021/22 Membership (pro rata with Shobnall PC)  | BACS                 | 118.86          | 0.00          |
| Clerk                        | Salary and expenses   | BACS                 | 935.62          | 0.34          |
| Staffordshire County Council | Legal fees re First Registration of Elizabeth Avenue Playing Field and Meadow View Play Area & Open Space   | BACS                 | 844.00          | 128.00        |
| GritBins.net                 | 1 No. Grit/Sand bin   | BACS                 | 183.59          | 30.60         |
| J Deacon                     | Environmental Officer (March 2021) £914.53<br>Memorial bench outside Jubilee Orchard £196.80<br>Jamie's Garden – post & chains £330.00<br>Circular bench on The Croft £142.20<br>Replace and supply oak post on Meadow View £30.00<br>Replace broken post on The Croft £24.00 | BACS                 | 1,628.53        | 272.92        |
| P Gould                      | Additional cut of grass verges (2 <sup>nd</sup> of 2 extra cuts requested by Staffs Highways to be completed by 31/03/2021) £275.00<br>Mowing contract £1,127.37  | BACS                 | 1,402.37        | 0.00          |
| Archer Signs & Panels Ltd    | "No Parking" sign (replacement for The Croft) £43.52<br>"Caution Flood Ahead" signs £298.03   | BACS                 | 341.55          | 56.92         |
| O2                           | Council mobile  | DD<br>(23/04/2021)   | 8.51            | 1.42          |
|                              |   |                      | <b>7,860.81</b> | <b>720.78</b> |

## 9.2 Bank Reconciliation as at 31 March 2021

|                           |                            | Bank Accounts  |                     | Total<br>£ |
|---------------------------|----------------------------|----------------|---------------------|------------|
|                           |                            | Treasurer<br>£ | Instant Access<br>£ |            |
| 01 April 2020             | Bank Statement             | 10,607.39      | 56,555.45           | 67,162.84  |
| Movement in funds to date | <b>PLUS</b><br>Income      | 79,420.88      | 5,145.35            | 84,566.23  |
|                           | <b>LESS</b><br>Expenditure | 77,153.23      | -                   | 77,153.23  |
| 31 March 2021             | Bank Statement             | 12,875.04      | 61,700.80           | 74,575.84  |

## 9.2 Bank Mandate

Councillor Wyatt, who is currently a signatory on the council's Bank accounts, will be standing down from the council on 06 May. The council is requested to nominate a councillor to replace Councillor Wyatt as a signatory.

## 10. ACTUAL INCOME AND EXPENDITURE AS AT 31 MARCH 2021 (Enclosure 2)

### 11. STAFFORDSHIRE HIGHWAYS:

#### REQUEST TO USE THE CRAYTHORNE ROAD PLAYING FIELD CAR PARK AS A TEMPORARY COMPOUND DURING THE DRAINAGE AND SURFACING WORKS PROGRAMME

The council is requested to retrospectively approve the above request which was agreed unanimously by all councillors on 13 April via email/telephone. (This item had been an agenda item for the meeting on 12 April, the meeting had to be postponed due to the period of national mourning following the death of HRH The Duke of Edinburgh and Staffordshire Highways urgently required the council's answer.)

### 12. TENNIS COURTS FOR ROLLESTON?

A resident has put the following proposal to the council for consideration:

I would be grateful if the Parish Council would consider the above proposal having consideration to the points below.

- We have thriving cricket and football clubs within the village but no provision for tennis in the immediate area. The nearest courts are Burton, Marchington and Church Broughton.
- There is considerable interest in tennis from families in Rolleston – borne out by the fact that Rob Salmon (local tennis coach) had around 35 players from the Rolleston vicinity attending classes on borrowed/temporary courts last summer. Some have continued to play at Church Broughton. There is therefore potential for a thriving tennis scene in Rolleston involving all ages. He also reported enthusiastic support from John of Rolleston School.
- In view of the expected money for the village from Bellway Homes, could some of it be allocated to build 2 courts? The approximate cost for 2 hardcourts with netting is £60,000. There may be grants available from the LTA or the County Sports Partnership, I have not explored this as yet.
- The land required would be approximately 35m x 34m with, ideally, some parking nearby and maybe facilities (a small cabin would do initially).
- Possible sites that spring to mind – land adjacent to Bellway development, land off Meadow view near play area, Craythorne playing field (avoiding football pitches), Elizabeth Ave playing field or any land available at the Cricket Club (which does not flood!).

- With the lack of youth clubs, sport seems a good focus for young people and with our thriving community, not to mention surrounding villages, tennis courts would add another facility for children and adults. It would also be fitting to try and redress the balance having now completely lost the original facilities supplied by the secondary school.

I hope you may find this proposal of interest and may like further discussion and detail.

**13. 2021/22 PROJECT PRIORITIES**

**14. S106 WORKING GROUP: VERBAL REPORT**

**15. MEETING ARRANGEMENTS FOR MAY AND JUNE 2021 (Enclosure 3)**

**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. ELIZABETH AVENUE PLAYING FIELD (Enclosure 4 – Councillors only)**

**19. QUOTATIONS (Enclosure 5 – Councillors only)**

**20. ANDY STARBUCK - COMMEMORATIVE SEAT (Minute Nos. 106.10. 158 and 218 refer) (Enclosure 6 – Councillors only)**

**21. CHAIR'S REPORT**

**22. STAFFING MATTERS (Enclosure 7 – Councillors only)**

MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON MONDAY 08 MARCH 2021 COMMENCING AT 7.30 PM

**PRESENT**

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

**In attendance**

2 Members of the public  
Mary Danby, Clerk

**PUBLIC FORUM**

Mr Edwards referred to the council's insert in the Rollestonian and asked when it had been discussed that dogs should be kept on leads in fields, he noted that the County Council says that dogs do not have to be on leads. Councillor Badcock said that the comment in the Rollestonian was a request, not a requirement.

Mr Travers referred to the Planning Application for the land adjacent to No. 97 Station Road and asked if the council was aware that the consultation had re-opened. Councillor Stewart responded saying the council was aware that additional information had been released and said that she would be addressing ESBC's Planning Committee at its March meeting on behalf of the parish council.

**198. APOLOGIES FOR ABSENCE**

None, all councillors were present at the meeting.

**199. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Gooding declared an interest in Planning Application No. P/2021/00205.

Councillor Houston declared an interest in Planning Application No. P/2021/00203.

Councillors E and S McManus undeclared their potential prejudicial interest in Agenda Item No. 18 as the person known to them had not submitted a tender, they were therefore eligible to speak and vote on this item.

**200. DISPENSATION REQUEST**

The council considered Councillor Gooding's request that the council grant him dispensation to speak and vote on Agenda Item 22. Following significant discussion, Councillor S McManus requested a named vote be taken and minuted.

Councillor Robson Proposed and Councillor Sanderson Seconded an amendment to the request to read "... grant him dispensation to speak on Agenda Item 22.".

**Vote on the original motion to grant Councillor Gooding a dispensation to speak and vote on Agenda Item 22:**

|                   |  |
|-------------------|--|
| <b>For</b>        | None   |
| <b>Against</b>    | Councillors Stewart, S McManus, E McManus, Toon, Badcock, Houston, Wyatt, Robson |
| <b>Abstention</b> | Councillors Gooding, Sanderson   |

The motion failed; the dispensation request was not granted.

**Vote on the amended motion to grant Councillor Gooding a dispensation to speak on Agenda Item 22:**

|                   |   |
|-------------------|---|
| <b>For</b>        | Councillors Robson, Sanderson, Wyatt                              |
| <b>Against</b>    | Councillors Stewart, S McManus, E McManus, Toon, Badcock, Houston |
| <b>Abstention</b> | Councillor Gooding  |

The motion failed; the dispensation request was not granted.

**201. PLANNING**

**201.1 Planning Applications**

| <b>Application No.</b>       | <b>Location</b>               | <b>Proposal</b>   |
|------------------------------|-------------------------------|---|
| P/2020/01425<br>No objection | Woodpeckers<br>8 Alders Reach | Replacement windows and doors to the front and rear elevations  |
| P/2021/00180<br>No objection | 16 Alderbrook Close           | Erection of a part first floor and single storey rear extension   |
| P/2021/00202<br>No objection | 35 Knowles Hill               | Erection of a part two storey, part single storey rear extension, erection of a porch to the front elevation, erection of a dormer to the side elevation to facilitate loft conversion and installation of rooflights |
| P/2021/00203<br>No objection | 4 Beacon Road                 | Pollarding of 1 Willow tree (T1 of TPO 418)   |
| P/2021/00205<br>No objection | 5 Alders Reach                | Crown reduction in height by up to 5 metres of 6 Yew trees  |
| P/2021/00230<br>No objection | Arford House<br>Moseley Mews  | Felling of Holly tree (T2)  |

**201.2 Planning Decisions**

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

**202. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 08 February 2021 be approved and signed as a true record.

**203. MATTERS ARISING**

**Minute No. 182 Police – Former Craythorne Golf Club**

Councillor Badcock reported that up to 30 young people gather in the corrugated barn opposite Craythorne Farm. The structure had been set fire to on several occasions and was in a derelict condition and posed a health and safety issue.

**Agreed** That the above be reported to ESBC and the Police.

**Minute No. 184 Gravestone of a Mosley Horse (Minute Nos. 114, 125 and 176(b) refer)**

Councillor Robson reported that he had been informed that the original blacksmith's gate which is covered in horseshoes is stored safely in the village. This could be incorporated with the horse plinth on The Croft.

**Agreed** That a quotation be sourced for cleaning, painting and installing the gate when its location had been confirmed.

**Minute No. 187.2 Bollard opposite the Co-op and The Lawns**

The County Council had responded saying that this is not a priority at the moment and low funding is available for this work and asked if the council could help with this cosmetic painting.

**Minute No. 187.5 Rubbish dumped outside the Jinny Trail, Station Road**

This had now been cleared by ESBC.

**Minute No. 187.5 Pavement cleaning**

Councillor S McManus noted that the sweeper had recently been in the village and some of the pavements had been cleaned.

**Minute 187.6 Materials dumped on the Meadow View jitty**

ESBC has agreed to investigate this issue.

**Minute No. 187.6 Byelaws**

A quotation for Byelaws signage will be put to the council at its next meeting.

**Minute No. 192 Wildflower Garden adjacent to the Jubilee Orchard (Minute Nos. 132 and 192 refer)**

The contractor was to be requested to re-install the memorial bench as soon as possible.

**204. COUNTY COUNCILLOR'S REPORT**

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

- Amey are doing pavement cleaning work from Dovecliff Crescent to the Dovecliff Hotel and up to the village gateway; and from Shotwood Close to the Tutbury boundary.
- Beacon Road: Every resident will receive a letter explaining the works to be undertaken; the works will start on 15 March.

**205. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that:

- Council Tax was going up by £5.
- There were Covid-19 hotspots in Burton centre and Horninglow, but the figures are slowly decreasing.
- Two controversial matters were currently under consideration by the council: Moving Burton Library to the Market Hall and the Uttoxeter Masterplan.

**206. PARISH COUNCILLORS' REPORTS**

206.1 Councillor Badcock reported that:

- An ESBC/TTTV planning meeting was to be held on 25 March for the Friends of Brook Hollows, followed by another meeting via Zoom in April.

- The Sustrans land sale has not gone through yet but it is expected to do so in the next few weeks.
- 206.2 Councillor S McManus reported that he, Councillor E McManus and the Clerk had attended an advanced Parish On-line course where it was announced that it is now possible to put an interactive map on the website and this would be looked at.
- 206.3 Councillor E McManus reported that:
- 22 bags of rubbish had been picked up by the Civic Trust litter pick on or around Craythorne Road.
  - There was a report on Spotted Rolleston of rubbish which had been left on the Craythorne Road playing field which had been picked up by a volunteer.
- 206.4 Councillor Gooding reported the blocked drain on Burnside had yet to be cleared.
- 206.5 Councillor Robson reported:
- That a recent incident had given rise to a concern that the access gate to the Jubilee Orchard should be locked. He offered to action this if the Clerk could confirm what access Western Power Distribution required to the site.
- Agreed** That the Clerk and Councillor Robson be authorised to liaise with Western Power Distribution and purchase the chain and padlock for the access gate.
- Beacon Road Allotments: He asked that if the council does not have anyone on a waiting list, that the Clerk notify the Allotment Society of any vacant plots.
- 206.6 Councillor Sanderson reported that the litter bins at each end of the jitty to Meadow View were overflowing with takeaway coffee cups, but it was hoped that this problem would be short-lived as the lockdown eased over the coming weeks.
- 206.7 Councillor Stewart reported that:
- The weekly Comms Log would be emailed to all councillors by the Clerk, the log would include emails which had been sent to her as Chair of the council.
  - One of the posts on Meadow View had been repaired by the council's contractor.  
**AGREED** That quotations be sought for replacement posts.
  - She had met with Councillor Badcock and a BCV representative regarding Craythorne, Tafflands and the footpath.
  - Tafflands: Zip wire – she had met with the council's contractor and reported that the area under the zip wire needs attention. The buffer stops at the Meadow View end also needed to be replaced.
  - Dust arising from the Bellway construction site had been reported to ESBC.
  - The sand bin at the Jinnie Inn had been moved to behind a gate was not easily accessible. A new location was therefore required.  
**AGREED** That ESBC's permission be sought for the sand bin to be moved to the Station Road/Meadow View jitty.

**207. FINANCIAL MATTERS**  
**207.1 Schedule of payments**

| Payee                 | Description   | Payment Method          | Gross<br>£      | VAT<br>£      |
|-----------------------|---|-------------------------|-----------------|---------------|
| Viking                | Stationery  | BACS                    | 68.39           | 11.40         |
| Thomas Fattorini Ltd  | Chair's badge for Ribbon of Office  | BACS                    | 63.21           | 10.53         |
| O2                    | Council mobile  | DD<br>(paid 23/02/2021) | 8.40            | 1.40          |
| P Gould               | Mowing contract   | BACS                    | 1,250.14        | 0.00          |
| Clerk                 | Clerk's salary and expenses   | BACS                    | 942.83          | 0.00          |
| HMRC                  | NI/PAYE (4 <sup>th</sup> quarter 2020/21)   | BACS                    | 988.35          | 0.00          |
| SPCA                  | Training fee (Contracts, Specifications & Procurement) (1 delegate)   | BACS                    | 30.00           | 0.00          |
| 1&1 IONOS             | RPC website   | DD                      | 20.24           | 3.37          |
| C Stewart             | Reimbursement re Zoom Pro subscription £14.39<br>Postage £1.50  | BACS                    | 15.89           | 2.40          |
| Rolleston Civic Trust | Parish Council insert February, May, September, December 2020 and February 2021   | BACS                    | 519.16          | 0.00          |
| CSI Ltd               | Sandbags  | BACS                    | 460.00          | 76.67         |
| J Deacon              | Repair and reinstall Footpath 5 finger post (Marston Lane) £90.00<br>Refill sand bin at Brook Hollows £96.00<br>Walford Road jitty: Surface repair and cut back ivy £72.00<br>Meadow View/Forest School Street: Hedge cutting £420.00<br>Craythorne Woods: Remove wood to storage for H&S reasons £60.00<br>Environmental Officer contract £914.53<br>Paint for contract painting £255.98 | BACS                    | 1,908.51        | 318.08        |
| <b>TOTAL</b>          |   |                         | <b>6,275.12</b> | <b>423.85</b> |

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

**207.2 Bank Reconciliation as at 28 February 2021**

|                           |                            | Bank Accounts  |                     | Total<br>£ |
|---------------------------|----------------------------|----------------|---------------------|------------|
|                           |                            | Treasurer<br>£ | Instant Access<br>£ |            |
| 01 April 2020             | Bank Statement             | 10,607.39      | 56,555.45           | 67,162.84  |
| Movement in funds to date | <b>PLUS</b><br>Income      | 78,195.88      | 5,144.88            | 83,340.76  |
|                           | <b>LESS</b><br>Expenditure | 70,4011.93     | -                   | 70,411.93  |
| 28 February 2021          | Bank Statement             | 18,391.34      | 61,700.33           | 80,091.67  |

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

**208. ACTUAL INCOME AND EXPENDITURE AS AT 28 FEBRUARY 2021**

**RESOLVED** That the report be noted.

**209. POLICIES REVIEW**

**209.1 Financial Regulations**

**RESOLVED** That the Financial Regulations be approved as follows:

- a) The amended Footnote values on Page 12 be noted.
- b) The amended Regulation number on Page 14 be noted.
- c) Para. 4.5: The limit of £200 be increased to £500.
- d) Para. 6.8 The use of Faster Payments for payments be approved.
- e) Para. 6.9 The use BACS or CHAPS for payments be approved.
- f) Para. 6.15 Councillor Stewart be added as a signatory to the council's Bank accounts.

**209.2 Statement of Internal Control and Annual Review of Effectiveness of Internal Control**

**RESOLVED** That no amendments were necessary for the above document.

**209.3 Asset Register**

**RESOLVED** That the Asset Register be approved subject to the inclusion of seats on the Jinny Trail, the circular seat on The Croft, goalposts on Elizabeth Avenue playing fields.

**209.4 Information and Data Protection Policy**

**RESOLVED** That no amendments were necessary for the above document.

**209.5 Publication Scheme**

**RESOLVED** The Publication Scheme be approved.

**210. PARISH COUNCIL FACEBOOK PAGE**

It was noted that the council will need to set-up a Facebook business page. Councillor S McManus offered to look further at this.

**211. COLLEGE FIELDS S106**

ESBC had responded saying that the next steps would be for the council to notify them what other items it is currently intending the monies could fund instead of changing rooms. It was noted that the s106 is a legal document and any change to the original clause must meet the necessary legal tests.

Councillor S McManus had done some research on Sport England who want to encourage sport and recreation accessible to all ages, ethnicities and abilities. Use of the fund needs to be activity related. Use of the s106 funds needs to be related to or close to the development.

Councillors mentioned several potential uses for the funding and considered how to move this matter forward.

**AGREED** That s106 Working Group, comprised of Councillors Houston, Robson, Wyatt, S McManus, E McManus and Stewart, be formed to look at the RoSPA reports, consult with the council's contractor, identify costings, etc and then report back to the Full Council.

**212. NEIGHBOURHOOD DEVELOPMENT PLAN**

**RESOLVED THAT:**

- The flyer wording be approved and that it be printed at a cost of £31.84.
- The Rollestonian delivery team be asked if they were willing to deliver the flyer to every home in the village during the second week of April 2021.

**213. BROOKSIDE AND BURNSIDE FLOODING – ENVIRONMENT AGENCY EXCHANGES**

**RESOLVED THAT:**

- A mail shot to residents of Brookside be sent informing them of the EA proposals.

- Villagers and residents be informed via social media of the EA proposals.
- The EA proposals be included in the next issue of the Rollestonian.
- Mark Swain and his colleagues be invited to meet with the Parish Council and residents to discuss their proposals.

**214. CORRESPONDENCE**

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

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

**214.2 Meadow View / Forest School Street hedge**

A thank you letter had been received from a resident whose property abuts the Meadow View hedge. The resident was particularly appreciative of the contractor's work (a copy of the letter had been sent to him).

**214.3 Public Footpath No. 5 – damaged finger post**

Mr Edwards had alerted the council to a damaged finger post at the start of the above footpath off Marston Lane. The council's contractor had inspected the post, removed it for repair and re-installed it at a cost of £75 plus VAT.

**214.4 Doveside WI**

Doveside WI had requested permission to meet as an Institute on The Croft.

**RESOLVED** That permission be granted.

**POST MEETING NOTE:**

**214.5 Westbury Estate and College Field: Drainage**

The MP had emailed the council explaining that ESBC had now provided the contact details for the various parties. The MP asked for date availability to the Chair, Councillor Toon and Mr Edwards to enable the requested meeting to take place. The Chair was progressing this request.

**215. 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.

**216. CONTRACTS SUB-COMMITTEE RECOMMENDATIONS**

**RESOLVED THAT:**

- a) **Environmental Contract** be awarded to John Deacon.
- b) **Mowing Contract** deferred to an Extraordinary Meeting of the Council to enable further information to be sought for consideration.

**217. QUOTATIONS**

**RESOLVED THAT:**

- a) **Tree Works: Rear of 124 Walford Road (Minute No. 187.7 refers)**  
Burton Tree Care's quotation to reduce large Field Maple from hedge at rear of property, reduce Silver Birch at rear of property and remove all waste in the sum of £260.00 be accepted.
- b) **Public Footpath No. 9 at Tutbury Road**  
1 No. timber finger post be purchased from Greenaway Timber Products at a cost of £120.00 plus VAT (including delivery).

c) **Tutbury Road Stile (Public Footpath No. 9)**

John Deacon's quotation to build a new stile for easier access and erect the replacement finger post (see (b) above) in the sum of £125.00 plus VAT be accepted.

**218. ANDY STATBUCK – COMMEMORATIVE SEAT (Minute Nos. 106.10 and 158 refer)**

**RESOLVED** That the village organisations be contacted advising them that a total of £615 had been pledged, leaving a shortfall of £385. Each organisation was to be asked to reach out to their members and ask if they would consider making individual donations to enable the target to be reached.

**219. CRAYTHORNE ROAD PLAYING FIELD: PORTACABIN (Minute No. 49 refers)**

Deferred to a future meeting.

**Councillor Gooding left the meeting at 10.24pm.**

**220. SPECIAL MOTION: PROPERTY LEVEL RESILIENCE (Minute No. 139 refers)**

As the Proposer of the Special Motion was not present, the Motion was declared withdrawn by the Chair (Standing Order 1c refers).

Discussion took place on the remaining Environment Agency grant and how this should be managed.

**RESOLVED THAT:**

- a) 1 No. replacement sand bin be purchased.
- b) 4 No. road closed signs be purchased.
- c) The remaining EA funds be distributed equally to all Brookside residents with the proviso that no more than  $\frac{1}{20}$ <sup>th</sup> of the original grant be paid per property.

The meeting closed at 10.41pm

Signed .....

Date .....

**MINUTES OF THE VIRTUAL EXTRAORDINARY MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD ON TUESDAY 16 MARCH 2021 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Stewart (in the Chair)

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

**In attendance**

Mary Danby, Clerk

**PUBLIC FORUM**

No members of the public were present at the meeting.

**221. APOLOGIES FOR ABSENCE**

None, all councillors were present at the meeting.

**222. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**223. 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.

**224. MOWING CONTRACT 2021-2024 (Minute No. 216(b) refers)**

Councillors received the additional information requested and careful consideration was given to the tenders for the Mowing Contract.

**RESOLVED** That the Mowing Contract be awarded to Phil Gould Garden Design & Maintenance.

The meeting closed at 8.15pm

Signed .....

Date .....

**ROLLESTON ON DOVE PARISH COUNCIL**  
**ACTUAL INCOME AND EXPENDITURE TO 31 MARCH 2021**

| Nominal Code | Description                  | Current Budget<br>£ | Projected Year End<br>£ | Actual to 31/03/2021<br>£ | Budget 2021/22<br>£ |
|--------------|------------------------------|---------------------|-------------------------|---------------------------|---------------------|
| <b>100</b>   | <b>Income</b>                |                     |                         |                           |                     |
| 1076         | Precept                      | 68,300              | 68,300                  | 68,300                    | 73,100              |
| 1090         | Interest Received            | 27                  | 15                      | 15                        | 6                   |
| 1100         | Grants & Donations Received  | -                   | 875                     | 2,080                     | -                   |
| 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                      | 25                        | 15                  |
| 1230         | Beacon Road Substation Lease | 30                  | 2,477                   | 2,477                     | -                   |
| 1250         | Football pitch fees          | 360                 | 180                     | 190                       | 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>79,436</b>             | <b>75,111</b>       |

| Nominal Code | Description                        | Current Budget<br>£ | Projected Year End<br>£ | Actual to 31/03/2021<br>£ | Budget 2021/22<br>£ |
|--------------|------------------------------------|---------------------|-------------------------|---------------------------|---------------------|
| <b>200</b>   | <b>Administration</b>              |                     |                         |                           |                     |
| 4000         | Staff salary                       | 13,672              | 13,672                  | 13,567                    | 13,500              |
| 4020         | Employer's National Insurance      | 625                 | 660                     | 660                       | 650                 |
| 4030         | Payroll Services                   | 78                  | 75                      | 75                        | 80                  |
| 4050         | Use of Home as Office              | 124                 | 178                     | 178                       | 178                 |
| 4100         | Insurance                          | 3,200               | 3,163                   | 3,163                     | 3,200               |
| 4110         | Audit Fees                         | 515                 | 435                     | 435                       | 515                 |
| 4120         | Photocopier: Rental/Maint.         | 753                 | 446                     | 446                       | 378                 |
| 4121         | Photocopier: Copy charge           | 700                 | 700                     | 535                       | 670                 |
| 4125         | Stationery                         | 200                 | 200                     | 182                       | 200                 |
| 4127         | Village Directory                  | 150                 | 150                     | 51                        | 150                 |
| 4130         | Postage                            | 200                 | 325                     | 310                       | 300                 |
| 4140         | Council mobile                     | 240                 | 156                     | 153                       | 175                 |
| 4150         | Subscriptions                      | 500                 | 678                     | 678                       | 700                 |
| 4160         | Training                           | 140                 | 140                     | 85                        | 140                 |
| 4170         | Election expenses                  | -                   | -                       | -                         | -                   |
| 4190         | Mileage expenses                   | 250                 | 160                     | 158                       | 250                 |
| 4195         | Parking fees                       | 12                  | 12                      | 6                         | 12                  |
| 4200         | Play areas                         | 5,000               | 7,500                   | 1,680                     | 7,000               |
| 4205         | Craythorne gate: Lock/unlock       | -                   | 435                     | 435                       | 700                 |
| 4210         | RPC Website                        | 100                 | 125                     | 137                       | 100                 |
| 4211         | Village website                    | 45                  | 46                      | 46                        | 45                  |
| 4220         | IT/Software                        | 250                 | 274                     | 274                       | 300                 |
| 4230         | s.137 Expenditure                  | 100                 | 100                     | 100                       | 100                 |
| 4240         | Mowing                             | 16,000              | 15,276                  | 15,277                    | 17,000              |
| 4250         | Bin emptying                       | 3,000               | 3,844                   | 3,844                     | 4,000               |
| 4260         | Trees                              | 2,000               | 2,650                   | 2,745                     | 4,000               |
| 4265         | Plants for planters                | -                   | -                       | -                         | 600                 |
| 4270         | Environmental contract             | 12,000              | 12,000                  | 10,884                    | 13,000              |
| 4320         | Capital expenditure                | 400                 | -                       | -                         | 800                 |
| 4330         | Other administration               | 2,000               | 690                     | 1,186                     | 2,000               |
| 4999         | Contingency                        | 5,000               | 1,000                   | 248                       | 5,000               |
|              | <b>Expenditure</b>                 | <b>67,254</b>       | <b>65,090</b>           | <b>57,538</b>             | <b>75,743</b>       |
|              |                                    |                     |                         |                           |                     |
|              | <b>TOTAL EXPENDITURE</b>           | <b>67,254</b>       | <b>65,090</b>           | <b>57,538</b>             | <b>75,743</b>       |
|              | <b>TOTAL INCOME</b>                | <b>70,522</b>       | <b>78,211</b>           | <b>79,436</b>             | <b>75,111</b>       |
|              | <b>NET INCOME OVER EXPENDITURE</b> | <b>3,268</b>        | <b>13,121</b>           | <b>21,898</b>             | <b>- 632</b>        |

| Coding                    | Description                | Opening Funds<br>£ | Projected Funds<br>Year End<br>£ | Actual remaining at<br>31/03/2021<br>£ |
|---------------------------|----------------------------|--------------------|----------------------------------|--|
| <b>Earmarked Reserves</b> |                            |                    |                                  |  |
| 4400/320                  | Environmental improvements | 8,152              | 3,902                            | 3,902                                  |
| 4410/321                  | EA funding                 | 17,258             | 7,635                            | 7,635                                  |
| 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>44,086</b>      | <b>30,213</b>                    | <b>30,213</b>                          |

**ROLLESTON ON DOVE PARISH COUNCIL**  
**12 APRIL 2021**

**AGENDA ITEM NO. 15**  
**MEETING ARRANGEMENTS FOR MAY AND JUNE 2021**

The SPCA has advised parish and town councils that the powers for councils contained in 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") will lapse on 07 May 2021. Whilst NALC had continued to press the Ministry of Housing Communities and Local Government (MHCLG) to bring forward primary or secondary legislation to give councils powers to continue to hold remote meetings, the Secretary of State confirmed on 25 March that this will not now happen.

In his letter to local councils, the Local Government Minister puts forward some suggestions as to how councils might approach this situation:

"A problem for many councils nonetheless will be a potential conflict between what is lawful in terms of meeting arrangements and the Government's own guidance on Covid security, in circumstances where the latter indicates that meeting face-to-face in the available facilities would be ill-advised. That is to say, whilst it may be technically lawful to hold a face-to-face meeting after 12 April, when community centres and public buildings are due to be able to re-open, and greater still flexibility should be possible after 17 May, when the 'rule of six' indoors will apply, the idea of holding a parish council meeting in person may nonetheless be impractical for those councils which are reliant on using facilities that either remain closed, through the choice of the owners/operators, or which are clearly unsuitable due to size constraints. There will also still be understandable reluctance on the part of many, including those who are 'shielding', to participate in face-to-face meetings for some time to come, whatever the position in law and/or Government guidance may say.

For those councils that do not wish to consider a return to face-to-face meetings until more time has elapsed, and assuming both that the current application to the Courts is not successful and that remote meetings will not be lawful after 07 May, one option would be, as the Minister has suggested in his letter, to hold the Annual Meeting of the Council (which must, in accordance with the Local Government Act 1972 be held during the month of May) by remote means during the first week of May (i.e. prior to 07). Thereafter, and subject to the availability of suitable facilities, councils might decide perhaps not arrange to meet again until after 21 June (presupposing that the current 'Roadmap' is adhered to)."

**Recommendations**

1. That RPC re-arrange the scheduled date for the Annual Council Meeting from Monday 10 May to Wednesday 05 May, and that the meeting be held via Zoom.
2. That RPC consider holding its scheduled June meeting on Monday 14 June either at the Scout HQ or John of Rolleston Primary School (if those facilities are open) or re-schedule the meeting to Tuesday 22 June\* when those facilities should then be open. (\*The Clerk is unavailable on Monday 21 June due to a long-standing commitment.)

**Meeting room hire costs**

- The Scout HQ could be available at a cost of £18 per hour. The council would need to set-out the room and put everything away at the end of the meeting; the council would need to sanitise the tables/chairs and provide PPE for individuals to use.
  - The John of Rolleston Primary School Hall could be available at a cost of £51.24 for a three hour session (7pm – 10pm). The council would need to set-out the room but would not need to put everything away at the end of the meeting; the council would be responsible for sanitising tables/chairs and provide PPE for individuals to use.
3. That RPC agrees not to arrange an Annual Parish Meeting this year as the legislation permitting virtual meetings will lapse on 07 May and it is not possible to arrange a public meeting to take place on or before 31 May under current Covid-19 restrictions.