



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07400 280561 (Office hours)
Email: rollestonpc@outlook.com
<https://rollestonondovepc.co.uk>

Our Ref: MD

15 June 2021

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held at the Scout HQ, Station Road, Rolleston on Dove DE13 9AB on **Tuesday 22 June 2021** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

COVID 19 AWARENESS

- **Under current Covid 19 restrictions, a maximum of six (6) members of the public can be admitted to the meeting.**
- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please do not come to the meeting – High temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wear a mask on arrival until you are seated. You must wear a mask when leaving the meeting.
- Sanitise your hands before entering the meeting room.
- Please sign in for track and trace purposes
- Maintain distance at all times

PUBLIC FORUM

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.

1. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2021/00373	Craythorne Therapy and Small Animals Farm Craythorne Road	Change of Use of land to mixed use for the keeping of horses (existing) and as a residential caravan site for two gypsy families, each with two caravans, including laying of hardstanding, erection of 2 no. ancillary amenity building and installation of 2 x septic tanks
P/2021/00567	78 Walford Road	Erection of a two storey side and single storey front extension
P/2021/00643	Cliff House Dovecliff Road	Erection of part first floor and two storey rear extension and extension to existing outbuilding to provide double garage with first floor storage including change of use of land to form part of domestic curtilage (Revised Scheme)
P/2021/00789	Magnolia cottage 21 Brookside	Crown reduction of 1 Magnolia (T1) in front garden by 2m reducing height from 5m to 3m and felling of one Fir tree (T2) in rear garden
P/2021/00791	Alderbrook Lodge Burnside	Felling of one Conifer hedge consisting of 40 trees
P/2021/00792	Thornley Hollows 2 Church Road	Crown raise 6 Yew trees (T1-T6) to 4m and cut back lateral stems, crown lift one Yew tree (T7) to 3-4m, crown lift one Yew tree (T8) to 3m, fell 5 Conifer trees

4. To consider the Minutes of the meeting held on 05 May 2021 (ENCLOSURE 1)
5. Matters arising from the previous meeting
6. County Councillor's report
7. Borough Councillor's report
8. Parish Councillors' reports
9. Internal Audit Report for the year ended 31 March 2021 (ENCLOSURE 2)
10. Annual Governance and Accountability Return 2020/21 (ENCLOSURE 3)
11. Financial matters
 - 11.1 Schedule of payments as at 15 June 2021

Payee	Description	Payment Method	Gross £	VAT £
Retrospective approval of payments made between the May and June meetings:				
PC Specialist Ltd	Laptop for Clerk's use	BACS	709.00	118.17
Toplis Associates Ltd	Internal Audit fee 2020/21	BACS	158.83	26.47
Greenaway Timber Products	Supply and deliver 1 No. Fingerpost (Footpath No. 9 Tutbury Road)	BACS	144.00	24.00
Hardy Signs Ltd	Byelaws signs	BACS	266.64	44.44

Burton Environmental Services Ltd	Removal of disposal of asbestos shed on Beacon Road allotment	BACS	660.00	110.00
Brookside & Brookside Court residents	Distribution of remaining EA grant	BACS	6,974.55	0.00
Rolleston Scout Group	Buy a Brick donation	BACS	50.00	0.00
NBB Recycled Furniture	Bollard posts (Meadow View)	BACS	1,536.00	256.00
BHIB Ltd	Insurance premium 2021/22	BACS	1,105.61	0.00
O2	Council mobile	DD	10.86	1.81
Clerk	Reimbursement re purchase of replacement basketball backboard	BACS	154.99	25.83
Clerk	Reimbursement re software for new laptop	BACS	130.71	21.79
Clerk	Reimbursement re replacement padlocks for Craythorne	BACS	60.66	10.11
Rolleston Scout Group	Scout HQ room hire (June RPC meeting)	BACS	45.00	0.00
Payments for approval:				
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Salary and expenses	BACS	1,115.80	4.68
HMRC	NI/PAYE (1 st quarter 2021/22)	BACS	1,572.56	0.00
C Stewart	Reimbursement re Zoom Pro monthly subscription	BACS	14.39	2.40
J Deacon	Environment Contract £1,019.10 Tafflands slide & mound £3,480.00 Extra work on mound £597.60 Hanging gate posts £300.00 Swinging beam repair (H&S) £234.72 Remove paint from Tafflands slide £64.80 Remove roof boards from Tafflands shelter (H&S) £64.80 Ken Bradley bench refurbishment £292.80	BACS	6,053.82	1,008.97
O2	Council mobile	DD	17.03	2.84
		TOTALS	21,913.77	1,658.51

11.2 Bank reconciliation as at 31 May 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2021	Bank Statement	12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	38,861.50	902.51	39,764.01
	LESS Expenditure	23,912.66	0.00	23,912.66
31 May 2021	Bank Statement	27,823.88	62,603.31	90,427.19

11.3 **2021/22 Budget as at 31 May 2021 (ENCLOSURE 4)**

11.4 **Transfer of funds**

The EA Funding Earmarked Reserve has been closed as the remaining funds have been expended. The council is requested to give the Clerk authority to transfer £7,634.75 from the Instant Access Account to the Treasurer's Account to cover the distribution of the remaining EA funds to Brookside and Brookside Court residents.

11.5 **Request for funding (ENCLOSURE 5)**

12. **Project Priorities 2021/22 (ENCLOSURE 6)**

13. **Annual footpaths walk**

To agree a date in July for the annual footpaths walk.

14. **Monitoring of Contracts**

14.1 **Contracts Working Group**

To appoint a councillor to fill the vacancy on the Working Group.

14.2 To allocate areas of the village for councillors to monitor following the resignation of two councillors. The table below lists the village areas:

Area	Councillor currently covering the area
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Mike Robson
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges / islands on Anslow Lane, Beacon Road, Shotwood Close, Beacon Drive, Dodslow Avenue, Elizabeth Avenue and Twentylands	Bob Houston
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Bob Houston
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vacancy
Tafflands	Vacancy
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson

Village Gateways: Verges along all main access roads - Station Road, Church Road, Knowles Hill and Rolleston Road	Clare Stewart
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15. Rollestonian of the Year

To consider what arrangements the council want to put in place for the Rollestonian of the Year award.

16. The Queen’s Green Canopy (QGC): Planting a Tree for the Platinum Jubilee

Community groups are encouraged to get involved in planting a tree for the Platinum Jubilee. The QGC has partnered with The Woodland Trust who will be giving away three million saplings free of charge to community groups on a first come first served basis.

Does the council wish to apply for a pack of saplings and if so, where would the these be planted (the site Grid Reference must provided on the online application form)?

17. Correspondence

17.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

17.2 Communications Log

The Communications Log has been circulated to all councillors every week.

17.3 Elizabeth Avenue playing field

A resident has contacted the council saying:

“Just wanted to email you to share my frustrations about how inaccessible the entrance to Elizabeth Avenue Playing Fields is from the Beacon Road entrance.

I have been forced to use the back gate of school recently due to their Covid plans of staggered entrances and exits to school. It is impossible to push a double buggy or wheelchair through this gate as it is simply too narrow. This is now the only gate in the village that I know about that I cannot access. It makes a longer trip for school runs for me as have to go through the estate both times to access school or fold the buggy to get through which is very inconvenient. Please can the council look into how to access this gate for these users? The metal gate as side was previously unlocked a few years back so used that access?”

**18. Exclusion of Press and Public
Chair to move:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

19. Quotations (ENCLOSURE 7)

20. Andy Starbuck Commemorative Seat (Minute Nos. 106.10. 158, 218 and 244 refer) (ENCLOSURE 8)

21. S106 Working Group (ENCLOSURE 9)

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON TUESDAY 05 MAY 2021 COMMENCING AT 7.30 PM**

PRESENT

Councillor Stewart (in the Chair)
Councillors Badcock, Houston, Sanderson and Toon

In attendance

Mary Danby, Clerk

PUBLIC FORUM

No members of public were in attendance.

1. Election of Chair

RESOLVED That Councillor Stewart be elected Chair for the ensuing year.

2. Election of Vice Chair

RESOLVED That Councillor Sanderson be elected Vice Chair for the ensuing year.

3. Apologies for absence

Councillors Gooding, E McManus, S McManus, Robson and Wyatt.

4. Declarations of Interest and Dispensations

None declared.

5. Appointment of Committees, Sub-Committees and Working Groups

Committee / Sub-Committee / Working Group	Membership
Contracts Working Group	Cllrs Badcock, Gooding, Houston, Sanderson, Stewart
s106 Working Group	Cllrs Badcock, Houston, E McManus, S McManus, Robson, Stewart

6. Appointment of representatives on Outside Bodies

Outside Body	Representative(s)
RoDSEC	Cllr B Toon
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr B Toon

7. Planning matters

7.1 Planning applications

Application No.	Location	Proposal
P/2021/00280 No objection	3 Hall Road	Erection of a single storey rear extension
P/2021/00422 No objection	Lane End Farm	Change of Use of mixed ancillary residential accommodation and office accommodation to ancillary residential accommodation only

P/2021/00471	7 Dovelea	Erection of a two storey rear and side extension and erection of a first floor front extension
No objection		
P/2021/00578	130 Walford Road	Erection of a single storey rear extension
No objection		

7.2 Planning Decisions

Resolved That the planning decisions be noted.

8. Minutes

Resolved That the Minutes of the meeting held on 22 April 2021 be approved and signed as a true record.

9. Matters arising

237. 2021/22 Project priorities

The Chair undertook to compile a list for consideration at the June meeting.

238. s106 Working Group

The Chair said that she would meet with the contractor week commencing 10 May to review the RoSPA reports on the play areas. Councillors Houston and Sanderson agreed to accompany the Chair.

10. County Councillor's report

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

I expect there will be many mentions this evening of the extraordinary year we have seen since the last annual meeting of the Parish Council and I hope of the extraordinary good humour, resilience and kindness Rolleston people have shown during the pandemic.

As the lead authority for public health in Staffordshire, the County Council has been at the forefront of the response to COVID-19 and I must also pay tribute to the exceptional council officers I work with who performed brilliantly ensuring essential services continued while dealing with the challenges of ensuring vulnerable people remained safe and in receipt of the necessities of life, supporting the NHS in the rollout of testing and vaccination programmes and helping protect local jobs and services. Many of our officers worked for months without a break, many of them in front-line roles with the health risks that came with this.

The success of the vaccine programme (I was very pleased to have had my first COVID jab earlier this week) means we can all look forward to a better future and the County Council is at the forefront of ensuring we can re-open our society safely and that we do not have any backwards steps. We all have our role to play in this by ensuring we follow public health advice and acting responsibly.

While the pandemic has dominated our lives, it has been good to see the progress of the long anticipated scheme to address the flooding issue on and above Station Road which will also see the Beacon Road, School Lane and Church Lane road and footways resurfaced. Particular thanks must go to the Parish Council for allowing the end of the Craythorne car-

park to be used as a depot for the works and I am pleased that this will also result in some improvements to the car park.

As we on the eve of the elections, I will not talk about future plans as the Parish Council is – rightly – a non-political organisation but I think I can say that there is more that I expect we can get done for the village by ensuring the Parish, Borough and County Councils continue to work positively together as we have now done for some time.

Finally, can I thank the Parish Council and especially the Chair and Clerk for their excellent work supporting the community throughout the last twelve months and to outgoing Chair Steve McManus for his hard-work, energy and service to the parish. Your professionalism and commitment is hugely appreciated by me and I am sure by the vast majority of villagers.

I look forward to seeing you again when face-to-face meetings recommence.

11. Borough Councillor's report

Councillor Toon reported that Councillor Patricia Ackroyd had been elected Mayor and Councillor Philip Hudson had been elected Deputy Mayor.

12. Parish Councillors' reports

- 12.1 Councillor Toon reported that Marston Lane flooded with the recent rain and that there were still a few blocked drains in the village.
- 12.2 Councillor Sanderson reported that:
- A derelict car was still on the old petting farm site, Craythorne Road. The Chair advised that he should report this to ESBC.
 - There were still problems with cars coming into the village following completion of the Dovecliff Road build-out. He said that double-yellow lines were required up to the first drive and one car's length beyond that point. The Chair advised that he should report this to County Councillor White.
- 12.3 Councillor Badcock reported that he had written to the landowner asking that permission be given for the council to improve the footpath from Beacon Road to Craythorne Woods.
- 12.4 Councillor Stewart reported that:
- She had spoken at the Planning Committee meeting regarding the application for land adjacent to 97 Station Road. The application had been approved but the applicant would also need to obtain permission from the other landowner and Severn Trent Water for the swale.
 - A Beaver Leader had contacted her suggesting that they plant Bluebells in the Craythorne Woods in the autumn. Councillor Stewart said that she was hoping that a Clean-up Day could be arranged in October and that the Bluebell planting could be done at that time.
 - She and the Clerk had attended the SPCA's Code of Conduct course, they would also be attending SPCA's Planning course in June.
 - The council had been contacted regarding anti-social behaviour at the derelict barn on the former golf club. The Clerk had reported the issues to ESBC Community & Civil Enforcement Officers, the Police and the Fire & Rescue Service – the responses will be collated and provided to all councillors when these are received.

- Councillor Gooding had passed on a request that a bus shelter be provided at the Shotwood Close bus stop, opposite Hall Road. Councillors Sanderson and Toon said that the County Council had previously said that the site was too narrow. The Clerk was seeking clarification from both the County Council and ESBC.

13. Internal Audit Report for the year ended 31 March 2021

Deferred to the June meeting as the report had not been received.

14. Annual Governance and Accountability Return 2021/21

Deferred to the June meeting as the Internal Auditor's section had not been received.

15. Financial Matters

15.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Ricoh UK Ltd	Photocopier: Copy charges (Dec-Mar incl) £113.03 Rental (1 st quarter) £113.41	BACS	226.44	37.74
P Gould	Mowing contract	BACS	1,127.33	0.00
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
Freeola	Village website	DD	13.86	2.31
SPCA	Training fee (1 No. delegate)	BACS	30.00	0.00
C Stewart	Reimbursement re Zoom Pro monthly	BACS	14.39	2.40
Clerk	Salary and expenses	BACS	1,657.68	0.34
Rialtas Business Solutions	Alpha software: Annual support and maintenance licence	BACS	148.80	24.80
J Deacon	Environmental Officer £1,019.10 Tutbury Road stile and fingerpost £150.00 The Croft: No parking sign £42.00 Emergency repair to Craythorne car park barrier £190.80	BACS	1,401.90	233.65
Glasdon UK Ltd	Sand bin (Brookside)	BACS	310.55	51.76
		TOTALS	4,936.94	354.00

Resolved That the above payments be approved.

15.2 Bank reconciliation as at 28 April 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2021	Bank Statement	12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	210.00	901.98	1,111.98
	LESS Expenditure	7,351.23	0.00	7,351.23
28 April 2021	Bank Statement	5,733.81	62,602.78	68,336.59

Resolved That the above was a true record.

16. Rolleston Scouts: Buy a brick

Rolleston Scouts are in the middle of a building project to expand the capacity of the HQ building to welcome new members to Beavers, Cubs and Scouts. People can get involved and leave their permanent mark on the new build through a 'Buy a Brick' fundraising initiative.

Resolved That a 2 line brick be bought for a £50 donation (LGA 1972, s137).

17. Review of policies

17.1 Standing Orders

Resolved That minor amendments to cross references made through the document be approved.

17.2 Anti-Fraud & Corruption Policy

Resolved That no amendments were required.

17.3 Members & Officers Subsistence/Mileage 2021

Resolved That no amendments were required.

17.4 Social Media & Electronic Communication Policy

Resolved That amendments be made to clarify items regarding the council's website and Facebook page.

18. ESBC Consultation: Removal of Public Call Box

ESBC had received notification of a proposal by British Telecommunications Plc (BT) for the removal of the public call box outside the former Post Office, Station Road, Rolleston (O1283 812011 – there were an average of four calls per month). BT had posted a notice within the kiosk on 10 March 2021 stating that they were thinking about removing the payphone and giving a deadline for responses to be made to the Local Authority by 21 May 2021.

Resolved No objection because of the low usage but it is disappointing to lose a community amenity.

19. Draft Meeting Schedule 2021/22

RESOLVED That:

- The Meeting Schedule be approved.
- A Contracts Working Group meeting be arranged to take place before the July Contract Review meetings. All councillors were asked to provide a report to the Clerk on their areas by mid-June.

20. Correspondence

20.1 Staffordshire Parish Councils' Association (SPCA)

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

20.2 Communications Log

The Clerk had circulated the weekly Comms Log to all councillors. The Chair said that Planning Decisions would no longer be included on Agendas as these are included on the weekly Comms Log.

21. 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.

22. Quotations

Resolved That:

1) Replacement laptop

PC Specialist Ltd's quotation in the sum of £582.50 plus VAT for a replacement laptop be accepted.

eBuyer's quotation in the sum of £96.65 plus VAT for Microsoft 365 Business Standard and £12.48 plus VAT for McAfee Anti-Virus Total Protection software be accepted.

2) Insurance renewal

BHIB's quotation in the sum of £1,105.61 pa for a 3 year long term agreement plus free Parish Online subscription be accepted.

3) Meadow View: Posts to stop vehicles driving through

NBB Recycled Furniture's quotation in the sum of £1,280.00 plus VAT be accepted.

4) Meadow View posts (see also 3 above)

J Deacon's quotation in the sum of £432.00 plus VAT to install the above posts be accepted. Mr Deacon to be requested to move the soil arising from the work onto the path in the Woods.

5) Repair and re-hang 2 No. gates

J Deacon's quotation in the sum of £250.00 plus VAT to repair and re-hang gates at the Craythorne Road car park and the Jubilee Orchard be accepted.

23. Andy Starbuck commemorative seat (Minute Nos. 106.10, 158, 218 and 244 refer)

Deferred to the next meeting to enable information and costs on licences to be obtained if the seat were to go on County Council land.

The meeting closed at 8.30pm

Signed

Date

TOPLIS ASSOCIATES LTD.

STREETHAY LODGE
STREETHAY
LICHFIELD
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

5 May, 2021

The Chairman
Rolleston on Dove Parish Council
c/o Mrs M Danby - Clerk
32 Hillcrest Rise
BURNTWOOD
Staffordshire WS7 4SH

Dear Councilor

Conclusion of Internal Audit of your Parish Council For the year ended 31st March 2021

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Part 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2020-21 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Joint Panel on Accountability and Governance Practitioners Guide March 2020.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

Registered Office as above
Registered in England No 3219234

RECEIVED - 6 MAY 2021

ENCLOSURE 2

This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2020-21 is attached.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £30,213) is 0.65 years. We consider this to be a comfortable level of general reserves balance at the year end;
2. Please remember to include a copy of the Box 7 to Box 8 reconciliation with the AGAR when you send it to the External Auditor;
3. Due to ongoing COVID-19 restrictions we have not been able to conduct a physical examination of your supplier's invoices and receipt documents to verify that they have been processed in accordance with your Financial Regulations. This matter will be given priority when we conduct the interim audit later this year

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by NALC in July 2019. The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 and contain a number of important legal changes; Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;

3. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching):
4. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2020/21 and offer ourselves for re-appointment. You may use either our company name or refer to Alan Toplis & Kim Squires by name in the minutes;
5. If your council wishes to carry forward earmarked funds at the yearend these must have been ratified by your council. This is best done at the final meeting of the fiscal year.

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights, the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

Alan Korlis

ENCLOSURE 2

Annual Internal Audit Report 2020/21

ROLLESTON ON DOVE PARISH COUNCIL

<https://rollestonondovepc.co.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		NO PETTY CASH KEPT	✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.		N/A	✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/11/2020 27/04/2021

Name of person who carried out the internal audit

Alan Toplis/K.Squires-Toplis Associates

Signature of person who carried out the internal audit



Date

05/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	66,373	67,163	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	60,049	68,300	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	15,302	16,270	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	11,348	14,227	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	63,213	62,930	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	67,163	74,576	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	67,163	74,576	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	140,338	146,783	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 16/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/05/2021 £
100	Income			
1076	Precept	73,100		36,550
1090	Interest Received	6		1
1100	Grants & Donations Received	-		70
1110	Council Tax Support Grant	1,665		833
1200	Garden rents	125		125
1220	Allotment rents	15		5
1230	Beacon Road Substation Lease	-		-
1250	Football pitch fees	200		30
1255	Hire fees (other)	-		-
1270	SCC: Annual grass cutting	-		1,209
1999	Other income	-		40
	Income	75,111		38,863

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 31/05/2021 £
200	Administration			
4000	Staff salary	13,500		2,469
4020	Employer's National Insurance	650		-
4030	Payroll Services	80		-
4050	Use of Home as Office	178		30
4100	Insurance	3,200		1,106
4110	Audit Fees	515		132
4120	Photocopier: Rental/Maint.	378		95
4121	Photocopier: Copy charge	670		94
4125	Stationery	200		62
4127	Village Directory	150		-
4130	Postage	300		180
4140	Council mobile	175		16
4150	Subscriptions	700		517
4160	Training	140		80
4170	Election expenses	-		-
4190	Mileage expenses	250		85
4195	Parking fees	12		3
4200	Play areas	7,000		-
4205	Craythorne gate: Lock/unlock	700		-
4210	RPC Website	100		10
4211	Village website	45		12
4220	IT/Software	300		124
4230	s.137 Expenditure	100		50
4240	Mowing	17,000		2,530
4250	Bin emptying	4,000		972
4260	Trees	4,000		-
4265	Plants for planters	600		-
4270	Environmental contract	13,000		2,408
4320	Capital expenditure	800		591
4330	Other administration	2,000		30
4999	Contingency	5,000		2,804
	Expenditure	75,743		14,400
	TOTAL EXPENDITURE	75,743		14,400
	TOTAL INCOME	75,111		38,863
	NET INCOME OVER EXPENDITURE	- 632		24,463

Coding	Description	Opening Funds £	Projected Funds Year End £	Actual remaining at 31/05/2021 £
Earmarked Reserves				
4400/320	Environmental improvements	3,902		3,657
4410/321	EA funding	7,635		-
4420/322	Brook Hollows	10,000		10,000
4440/323	Craythorne fence	1,278		1,278
4440/325	Replacement play equipment	7,398		7,398
	TOTAL	30,213		22,333

M. Danby
Rolleston on Dove Parish Council
32 Hillcrest Rise
Burntwood
Staffordshire WS7 4SH

Harvey Girls
73 Horninglow Road
Burton on Trent
Staffordshire
DE14 2PT

29 April 2021

Dear Clerk,

This is formal correspondence and we would like this to be shared with the whole Parish Council for their consideration.

At East Staffordshire Family Support Service (Harvey Girls and Dads4Dads), we are planning to re-launch our face-to-face engagement with the residents in your Ward.

Following Government guidelines, we are looking to re-engage families in whole family support. We understand the anxieties that local families have in re-introducing themselves to social interaction with other parents and children.

As we emerge out of COVID-19, following the roadmap set out by Government, we are aspiring to offer extra support in your community around the physical and mental wellbeing of the whole family.

We are kindly requesting a donation to our charity to develop and deliver extra services to local families.

With your donation we want to support, empower and re-engage the residents in your Ward to access services. We could do this through 'pop-up' communication hubs where families can have a voice and be signposted to the appropriate service.

This also links to the campaign we are championing with Staffordshire County Council 'Let's Beat Loneliness Together'. You can find more information about us by going to <https://bit.ly/3u7ck4n>

We hope you will agree that, after 12 months of restrictions, we believe it is a priority that local families must be able, in a safe and COVID-secure way, to start meeting and interacting with other families.

Yours faithfully,

Mike Heath
Development and Engagement Lead

ENCLOSURE 5

Project brief description	Comments/Notes
Craythorne woodland and paths	Requires next phase of management plan to review trees work remaining to be done Ties with S106 proposal for bluebells planting and paths and replacement of wooden bin covers /seats
Renew wooden play equipment on Taff lands, steps to zip wire and slide	Initial review conducted with Bill Peacock (Groundwork engineer) & contractor (John Deacon) to assess issues and quotes being provided to replace worst items Digging of trial holes to assess if drainage is blocked - identified requires stoning and delay removal to assist around mound
Renew / refurbish existing play equipment / street furniture etc.	Some maintenance built into contracts (needs materials often additional cost) Rospa report has been reviewed and walked around with John Deacon and immediate repairs being quoted for additional items e.g. new surface at Meadow view play area will require external supplier Some monies put into budget agreed for April 2021 - 2022 for play equipment
Outdoor gym equipment / disabled play equipment located on PC land e.g. Taff lands, Elizabeth Avenue, Meadow View	Replacement of items that cannot be mended New items elsewhere?
Plant blossom trees on PC land near Meadow view to enhance rural village feel	Consideration as part of S106 proposal
Jinny Trail	Thin trees and control weeds encroaching on paths needs contractor to review this with us, walk the Jinny trail, discuss with Station working party and agree requirements/ work needed/ costs Cattle dock wall requires repair to prevent it falling down Some monies put into budget to do tree works on the trail
Clean brook and banks - Burnside and plant succession trees for ageing Willow trees	Some tree maintenance done last year to Willows - do we need to do more?
Install longer life and matching street furniture e.g. planters, bins etc.	Tafflands area of these proposed to be part of S106 proposal
Repaint all white railings in village (Burnside, Brookside, Lawns, Craythorne etc.)	Significant cost - how to progress?
Complete Craythorne car park and install floodlighting	SCC will stone the car park as part of compound agreement What else if anything do PC feel should be done?
Aging bus shelter on Knowles Hill	Agree to sort out the roof felt?? Then leave as is
Plant tree for Queen's Jubilee on the Croft	Request from resident