



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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WS7 4SH

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Our Ref: MD

05 January 2022

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 10 January 2022** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

COVID-19 AWARENESS

- 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.
- Unless you are exempt, you should wear a mask during the meeting and only remove it to speak.
- Sanitise your hands on entering the meeting room.
- The Clerk will also record attendance for track and trace purposes so signing in is not necessary.
- Ensure that social distancing is maintained 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. **Police**
4. **Planning matters**
 - 4.1 **Planning applications**

Application No.	Location	Proposal
P/2021/01291	42 Forest School Street	Retention of a single storey side extension
P/2021/01590	21 Church Road	Felling of 2 plum tree, 2 Apple tree, 1 Holly tree and 1 Pear tree
P/2021/01591	The Old Orchard Church Road	Felling of 1 Conifer tree and 1 Sycamore tree
P/2021/01600	Norwood Cottage Land opposite Hall Grounds	Crown raise by up to 6 metres one Sycamore tree and crown raise by up to 6 metres, and crown reduce by up to 2 metres to clear BT lines one Sycamore tree (T221 and T222) of TPO 1
P/2021/01611	4 Church Road	Reduce upper crown back to original pollard points, crown raise lower crown by up to 4 metres, removal of epicormic growth and deadwood of 1 Lime tree
P/2021/01613	21 Church Road	Removal of branch over growing the bungalow of 1 Sycamore tree (TPO 1)
P/2021/01650	Threeways Hall Grounds	30% reduction of one Cherry tree (T1), 20% height reduction to one Lawson Cypress (T2), trimming back of Laurel hedge (T3) to allow access for bin lorry

5. Minutes of the meeting held on 13 December 2021 (Enclosure 1 – to follow)

6. Matters arising from the previous meeting

7. County Councillor's report

8. Borough Councillor's report

9. Parish Councillors' reports

10. Financial matters

10.1 Schedule of payments (as at 04 January 2022)

Payee	Description	Payment Method	Gross £	VAT £
P Gould	Mowing contract	BACS	1,127.33	0.00
Clerk	Salary and expenses	BACS	1,151.50	0.00
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
C Stewart	Reimbursement: Zoom Pro monthly subscription	BACS	14.39	2.40
Rolleston PCC St Mary's	Hire of the Old Grammar School (October, November and December 2021 RPC meetings)	BACS	60.00	0.00
ESBC	Emptying bins (4 th quarter 2021/22)	BACS	1,165.94	194.32
TOTAL			3,525.15	197.72

11.2 Bank reconciliation as at 31 December 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	PLUS Income	88,059.17	5,103.84	93,163.01
	LESS Expenditure	76,320.93	7,634.75	83,955.68
Funds: 31 December 2021		24,613.28	59,169.89	83,783.17

11. Actual income/expenditure to 30 November 2021 and Draft 2022/23 budget (Enclosure 2)

12. 2022/23 Precept

To agree the Precept to be declared on ESBC.

13. ESBC: Gambling Act 2005 - Review of Statement of Gambling Policy 2022-2025

East Staffordshire Borough Council, as the Local Authority, has advised that it wishes to carry out a formal review of the Council's Statement of Gambling Policy. As part of this process the Council wishes to undertake formal consultation, prior to finalising the document.

It is a legal requirement under Section 349 of the Gambling Act (2005) (the Act) for the Licensing Authority to prepare the Statement that they propose to apply in exercising their functions under the Act. The Statement must be published every three years and separate from this, the Authority may review and alter the policy during that period.

The consultation process will take place for 28 days from 16 December 2021 to 12 January 2022. The draft Policy is available at www.eaststaffsbc.gov.uk.

ESBC ask that comments be made in writing to the Licensing Team, East Staffordshire Borough Council, Town Hall, Burton upon Trent DE14 2EB, or by email to licensing@eaststaffsbc.gov.uk or via ESBC's website using the feedback form.

All responses will be considered prior to the adoption of the revised Statement of Gambling Policy 2022-2025. Once the consultation process is complete a report will be prepared for the revised policy to be formally adopted at full council.

14. Flood Plan (Draft)

Deferred from the previous meeting **(to be tabled at the meeting)**.

15. 2022/23 Meeting Schedule (Draft) (Enclosure 3)

16. Correspondence

16.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

16.2 Communications Log

The Communications Logs have been regularly circulated to all councillors.

16.3 Sand bin – Rolleston Service Station

The Service Station owners have advised that they are retiring and that the land has been sold for residential development. They ask that the sand bin be removed from their car park as soon as possible.

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

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 31/12/2021 £	
100	Income				
1076	Precept	73,100	73,100	73,100	
1090	Interest Received	6	6	4	
1100	Grants & Donations Received	-	358	358	
1110	Council Tax Support Grant	1,665	1,665	1,665	
1200	Garden rents	125	125	125	
1220	Allotment rents	15	10	10	
1250	Football pitch fees	200	290	290	
1270	SCC: Annual grass cutting	-	4,837	4,837	
1999	Other income	-	40	40	
	Income	75,111	80,431	80,429	

Draft Budget 2022/23 £	
87,700	+£8 on Band D = £62.04 (currently £54.04)
6	
-	
1,665	
125	
15	
200	
3,628	Unknown if this will be paid, SCC sets it budget in February
-	
93,339	

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 31/12/2021 £	Remaining funds* £
200	Administration				
4000	Staff salary	13,500	17,203	12,988	4,215
4020	Employer's National Insurance	650	1,154	877	277
4030	Payroll Services	80	90	-	90
4050	Use of Home as Office	178	178	134	44
4100	Insurance	3,200	1,106	1,106	2,094
4110	Audit Fees	515	472	472	43
4120	Photocopier: Rental/Maint.	378	378	284	94
4121	Photocopier: Copy charge	670	600	344	326
4125	Stationery	200	200	146	54
4127	Village Directory	150	150	-	150
4130	Postage	300	400	336	64
4140	Council mobile	175	175	115	60
4150	Subscriptions	700	537	537	163
4160	Training	140	465	375	90
4180	Room hire	-	225	125	100
4190	Mileage expenses	250	250	194	56
4195	Parking fees	12	9	4	8
4200	Play areas	7,000	7,000	7,000	-
4205	Craythorne gate: Lock/unlock [#]	700	1,142	80	1,062
4210	RPC Website	100	100	45	55
4211	Village website	45	45	35	10
4220	IT/Software	300	300	258	42
4230	s.137 Expenditure	100	100	67	33
4240	Mowing	17,000	15,000	10,516	6,484
4250	Bin emptying	4,000	3,886	2,915	1,085
4260	Trees	4,000	4,000	1,525	2,475
4265	Plants for planters	600	600	591	9
4270	Environmental contract	13,000	13,000	10,279	2,721
4300	Projects	-	-	-	-
4320	Capital expenditure	800	800	591	209
4330	Other administration	2,000	2,000	1,412	588
4999	Contingency	5,000	5,000	3,133	1,867
	Expenditure	75,743	76,565	56,484	24,568
	TOTAL EXPENDITURE	75,743	76,565	56,484	
	TOTAL INCOME	75,111	80,431	80,429	
	NET INCOME OVER EXPENDITURE	- 632	3,866	23,945	

Draft Budget 2022/23 £	
17,150	Assumes 2% increase
1,090	Includes 1.25% increase for employers
90	
178	
1,106	
500	
378	
600	
200	
150	
400	
175	
600	
500	
340	
250	
9	
10,000	
1,825	
100	
45	
300	
100	
17,000	
4,000	
4,000	
750	
15,000	
10,000	Funding for projects from within the Project Priorities list
800	
2,000	
5,000	Covers potential/unexpected costs, e.g. professional assistance on planning applications
94,636	
94,636	
93,339	
- 1,297	Shortfall would be met from the General Reserve, i.e. funds carried forward at YE

Earmarked Reserves (EMRs)

Coding	Description	Opening funds 01/04/2021 £	Actual funds at 31/12/2021 £	Opening Funds Apr-22 £
4400/320	Environmental improvements	3,902	3,219	?
4410/321	EA funding	7,635	-	-
4420/322	Brook Hollows	10,000	10,000	10,000
4440/325	Play Areas	7,398	3,642	?
4440/326	Andy Starbuck seat (donations)	1,275	1,275	-
	TOTAL	30,210	18,136	10,000

*Remaining funds: based on original budget except for the following Nominal Codes which are based on the revised Projected YE figures:

- 4000 Staff salary
- 4020 Employer's NI
- 4030 Payroll service
- 4130 Postage
- 4160 Training
- 4180 Room hire
- 4205 Craythorne gate: Lock/unlock[#]

[#]4205 Craythorne gate: The final cost for the iD Verde contract will be c£457 for the period 1st April - 14th November 2021. The remainder of the expenditure is the new contract which commenced on 15th November and which will be invoiced monthly.

**ROLLESTON ON DOVE PARISH COUNCIL
2022/23 Meeting Schedule (Draft)**

Description	Day	Date	Time	Venue
Annual Parish Meeting	Monday	25 April 2022	7.30pm	OGSR
Annual Parish Council	Monday	09 May 2022	7.30pm	OGSR
Parish Council	Monday	13 June 2022	7.30pm	OGSR
Contractor Review Meetings	Monday	11 July 2022	6.15pm and 6.45pm	OGSR
Parish Council	Monday	11 July 2022	7.30pm	OGSR
Parish Council	Monday	12 September 2022	7.30pm	OGSR
Parish Council	Monday	10 October 2022	7.30pm	OGSR
Contractor Review Meetings	Monday	14 November 2022	6.15pm and 6.45pm	OGSR
Parish Council	Monday	14 November 2022	7.30pm	OGSR
Parish Council	Monday	12 December 2022	7.30pm	OGSR
Parish Council	Monday	09 January 2023	7.30pm	OGSR
Parish Council	Monday	13 February 2023	7.30pm	OGSR
Contractor Review Meetings	Monday	13 March 2023	6.15pm and 6.45pm	OGSR
Parish Council	Monday	13 March 2023	7.30pm	OGSR
Parish Council	Tuesday	11 April 2023	7.30pm	OGSR
Annual Parish Meeting	Monday	24 April 2023	7.30pm	OGSR
Annual Parish Council	Monday	08 May 2023	7.30pm	OGSR