

Rolleston on Dove Parish Council

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

04 April 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 11 April 2022** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

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/2022/00336	Westfield House Burnside	Reduction in height of 3 metres and bring in the side branches to clear the property and match up to the new height by 1-1.5m to one Yew tree (T1)

5. **Minutes of the meeting held on 14 March 2022 (Enclosure 1)**
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 April 2022)

Payee	Description	Payment Method	Gross £	VAT £
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
David Ogilvie Engineering Ltd	Memorial plaque	BACS	82.75	12.80
Viking	Stationery £60.80 Postage stamps £219.98	BACS	280.78	10.71
P Gould	Mowing contract	BACS	1,171.07	0.00
Staffordshire Parish Council's Association	2022/23 Subscription	BACS	403.08	0.00
Clerk	Salary and expenses	BACS	1,161.79	0.00
SLCC	Annual subscription	BACS	144.00	0.00
ESBC	Bin emptying (1/4)	BACS	1,223.08	203.85
J Deacon	Craythorne barrier lock/unlock (March) £186.00 Environmental contract £1,019.10 Benches on The Croft £364.80 Install Andy Starbuck seat £388.80 Tafflands – emergency tree works £180.00		2,138.70	356.45
TOTAL			6,611.24	584.81

10.2 Bank reconciliation as at 31 March 2022

		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	90,129.47	47,556.17	137,685.64
	LESS Expenditure	94,430.35	8,558.75	102,989.10
Funds: 31 March 2022		8,574.16	100,698.22	109,272.38

10.3 Earmarked Reserves as at 01 April 2022

	Closing funds 31/03/2022 £	Opening funds 01/04/2022 £
Environmental improvements	3,111	3,111
Brook Hollows	50,000	50,000
Play areas	3,642	3,642
Andy Starbuck seat (donations)	351	351
Total	57,104	57,104

11. **Actual income/expenditure to 31 March 2022 (Enclosure 2)**
12. **Internal Auditor's Report (Enclosure 3 – To follow)**
13. **Annual Governance and Accountability Return (AGAR) (Enclosure 4 – To follow)**

14. **s106/Sport England funds**

14.1 **s106 funds**

The council applied for a partial drawdown of funds for the Craythorne Road playing field fencing project on 10 January 2022 and ESBC had advised that the decision process could take up to 12 weeks to complete. The Clerk contacted ESBC's Planning Support & Local Land Charges Officer seeking confirmation on when the decision to release funds will be made. She has responded saying:

"Before, we can release the funds we have to complete an Executive Decision Record with it being S106 monies to account for its spend. The EDR is in the process of being signed off. Unfortunately, it is a lengthy process but I have chased this up again this morning and awaiting a response. The EDR accounts for the full amount of the schedule which means for future requests I will be able to raise a BACS request to release the money straightaway to the Parish Council. Once it's been signed I will let you know and release the initial funds you requested."

14.2 **Rolleston FC**

Feasibility report regarding Sport England funds (Enclosure 5)

15. **Review of Policies**

15.1 The council is requested to review the following policies (no known revisions or amendments are required to any of the policies):

- Community Engagement Policy (**Enclosure 6A**)
- Complaints Procedure (**Enclosure 6B**)
- Disciplinary Procedure (**Enclosure 6C**)
- Environment Policy (**Enclosure 6D**)
- Health and Safety Policy (**Enclosure 6E**)
- Openness and Transparency Policy (**Enclosure 6F**)
- Risk Management Policy (**Enclosure 6G**)
- Training Policy (**Enclosure 6H**)

15.2 The council is requested to consider adopting the following:

- Memorial Benches and Plaques Policy (Draft) (Deferred from the previous meeting) (**Enclosure 6I**)

16. **Flood Plan (Draft) (Enclosure 7)**

17. **Correspondence**

17.1 **National Association of Local Councils (NALC): Smaller Councils Committee - Request for Input (Enclosure 8)**

17.2 **Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

17.3 **Communications Log**

The Communications Logs have been regularly circulated to all councillors.

18. 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.

19. Meadow View Play Area (Enclosures 9A and 9B)

20. Quotations (Enclosure 10)

21. Rollestonian of the Year (Enclosure 11)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 14 March 2022 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Robson, Sanderson and Toon

In attendance

One member of the public

Two PCSOs

Mary Danby, Clerk

Public Forum

186. Apologies for absence

Councillor Scott

187. Declarations of Interest and Dispensations

None declared.

188. Police

The latest Police report was circulated to all Councillors at the meeting.

PCSO Leadlay apologised for the lack of attendance at meetings which had been due to a lack of resources, however a new Officer was due to start work at the end of April and it was hoped that this would enable a more frequent Police attendance at meetings.

PCSO Leadlay said that she would be meeting with an ESBC Officer at Brook Hollows during week commencing 21 March to look at where at lighting and where a camera might be installed to deter ASB on the site. She said that the Police would welcome any information/evidence that residents could provide. She agreed to provide an update to the council following the site meeting. Councillor Badcock asked if a representative of the Friends of Brook Hollows could attend the meeting with ESBC, PCSO Leadlay agreed that this would be possible and she would make contact with the group representative.

The Police continue to monitor the former Craythorne Golf Club and they have been in contact with the owners but they seem unwilling to take any action to deter ASB on the site. Councillor Stewart advised that the council had been in touch with the MP regarding the site. ESBC had responded to the MP confirming that they were now at the stage of serving a Community Protection Warning under the Anti-Social Behaviour (Crime and Policing) Act 2014 which, if not complied with, will be escalated to a Notice. Should that not be complied with, they will consider the most appropriate course of action which can include works in default (employing a contractor to remove/dispose of the waste which will be charged back to the landowner, a Fixed Penalty or prosecution action).

Councillor Stewart referred to reports of speeding on Anslow Lane which had been reported to the Police. PCSO Leadlay said that Speed Indicator Devices (SIDs) do work in other areas but these would need to be financed by the council/community. She said that she would alert her SpeedWatch colleagues to the problem and ask them to monitor it. Councillors asked that other areas in the village be monitored, including Station Road, Knowles Hill and Marston Lane.

Councillor Appleby referred to small bags marked “Cannabis” he had picked up on the Elizabeth Avenue playing field and a potentially suspicious vehicle he had seen on the Craythorne Road playing field car park. He agreed to send the information to PCSO Leadlay.

189. Planning matters

189.1 Planning applications

Application No.	Location	Proposal
P/2022/00156	8 Dovecliff Road	Erection of a single storey side and rear extension
No objection		
P/2022/00186	117 The Lawns	Erection of a single storey rear extension
No objection		
P/2022/00224	Brereton Hall Grounds	Pruning of Holly tree
No objection		
P/2022/00225	Woodborough Hall Grounds	Felling of 1 Lawson Cypress tree
Comment: Councillors ask the applicant to consider pruning or shaping the tree rather than felling it		
P/2022/00244	17 Brookside	Crown reduction in height by up to 30% to 10m in height of 4 Norwegian Spruce Picea Abies trees
No objection		
P/2022/00250	3 Alders Reach	Installation of replacement doors and windows to the front and rear elevations (revised scheme)
Objection: The Parish Council objects to the use of uPVC windows and doors on properties within the Conservation Area		
P/2022/00252	40 Alderbrook Close	Erection of a two storey link extension between dwelling and garage, including modified entrance on the north elevation and a single storey side extension on the west elevation
No objection		

189.2 P/2020/00614 Land off Craythorne Road

Councillors noted the working hours stated on the Decision Notice and felt that these would be intrusive on neighbouring properties, they also noted that the council had not been consulted on the Construction Management Plan (CMP).

Resolved That ESBC be informed that Councillors were concerned that the Parish Council had not been consulted on the Construction Management Plan or working hours for the development. Councillors are of the opinion that the stated working hours will be very

intrusive to occupiers of adjoining properties and traffic problems are likely to occur on Craythorne Road due to the heavy use of the Craythorne Road playing field on weekends and Bank Holidays.

- 189.3 Councillors expressed concern that Staffordshire Highways and ESBC do not stipulate the routes into and out of the village that should be taken by vehicles delivering to construction sites in the village and that the impact on the village and the schools is not borne in mind when determining planning applications.

Resolved That County Councillor White and ESBC be advised of the above concerns.

190. Minutes

Resolved That the Minutes of the meeting held on 14 February 2022 be approved and signed as a true record subject to "Chris and Adelaide Clark" within the Public Forum being amended to read "Chris and Andrea Clark".

191. Matters arising

Minute No. 166.2 P/2020/00325 Land adjacent to 97 Station Road

It was noted that the information in the update provided by the resident following the previous meeting had not been validated and in future any further communication on this subject will be included under "Correspondence".

Councillors requested that ESBC be asked if the work on the site is being done according to the approved plans as concerns have been raised to the Parish Council.

Minute No. 174.2 ESBC: Public Space Protection Order 2022 Review

Councillor Stewart reported that ESBC had requested evidence to support the council's request for an Alcohol Order on Tafflands and the Craythorne Road playing fields, they also asked for a map of the area to be covered by the Order. Councillor S McManus said that he would provide evidence to the Clerk for relaying to ESBC; the Clerk would provide the map.

192. County Councillor's report

No report was available.

193. Borough Councillor's report

Councillor Toon reported that the Full Council had decided that Burton Library will not move to the Market Hall; the Leader of the Council had resigned and the council would meet on 21 March to elect a new Leader of the Council and discuss the Town Fund Programme. She added that it was proposed to repair the Market Hall roof when funds have been received.

194. Parish Councillors' reports

- 194.1 Councillor Toon said that signage on Marston Lane needs to be improved as large vehicles try to use the route when the A38 is closed.

- 194.2 Councillor Appleby reported that:

- He had provided a report to the Clerk on locations where dog bins could be installed by ESBC and where posters warning people to pick up after their dogs needed to be erected. He noted that Planning Notices were placed by ESBC over the posters on street lights and these were not being removed by them.
- He had reported to ESBC that car parts had been dumped on Gypsy Lane – these had been removed by ESBC.

- He expressed concerns regarding activities at the Craythorne Therapy and Small Animals Farm, Craythorne Road. He was advised to report his concerns to ESBC.
- He had sent photos to County Councillor White of manhole covers at Knowles Hill/Anslow Lane as evidence of drainage problems which add to the flooding problems at the junction.

194.3 Councillor Badcock said that he previously requested that the Clerk report the Anslow Lane flooding issues and County Councillor White had responded on 07 March saying that *“the gullies have been cleared which has happened in the last few days. If this does not resolve the issue then it is likely that it relates to water levels in the Brook Hollows area preventing discharge into the watercourse. With luck though the cleaning alone will have resolved the problem.”*

194.4 Councillor E McManus noted that the draft Flood Plan, which had been deferred from the January meeting, had not been an agenda item at either the February or March meetings. Councillor Stewart explained that she had not completed the draft yet but this would be presented to a meeting for consideration and approval.

194.5 Councillor Robson said that he had been invited to give a presentation on the Jubilee Orchard to the Civic Trust at its meeting on 18 May.

194.6 Councillor Sanderson reported that:

- The Burnside planters had been replanted. An ESBC councillor had stopped to say thank you for the lovely display the planters gave.
- Given that the first five or six planters from the Station Road end do not thrive as well as the other planters as they are under the Willow trees, he put forward a suggestion that these be relocated so that the planters are spaced equally either side of the footbridge to the Almshouses. He added that if the suggestion was agreed, a further two planters would be needed to fill the space. **Agreed** that the planters be monitored for a year.

194.6 Councillor Stewart reported that:

- A dangerous tree had been dealt with on the Jinny Trail, as well as the scheduled tree works. **Agreed** that Stretton PC be thanked for responding so quickly in response to the council’s request that the emergency tree works be split 50/50 between the two councils. Thanks were also to be extended to John Deacon and Burton Tree Care for the work they did.
- The Civic Trust had contacted her regarding a possible donation to a bench. She had given details of the proposed Platinum Jubilee seat but the Civic Trust declined to contribute to its cost, preferring instead to purchase a bench to be installed on Brook Hollows.
- The Contract Review meetings had been held immediately prior to the council meeting. Phil Gould had been asked to monitor the Himalayan Balsam in the Brook. Phil Gould had also been informed that his previous request for a post to be replaced between Tafflands/Craythorne would not be progressed as the council had been unable to identify a suitable alternative, the post would therefore remain in situ.
- The Rollestonian of the Year nomination boxes had been put into the Club and Starbucks.
- John Deacon has done the work around the benches on The Croft and the Andy Starbuck memorial seat would be installed soon.
- She had attended the RoDSEC AGM.

195. Financial Matters

195.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Leaflet holders	BACS	27.60	4.60
Clerk	Reimbursement: Stationery	BACS	14.94	2.49
IONOS Cloud Ltd	RPC Website	DD	20.24	3.37
Staffordshire Parish Councils' Assn	Training fees (Clerk)	BACS	60.00	0.00
P Gould	Mowing contract	BACS	1,127.33	0.00
HMRC	PAYE/NI (4 th quarter, 2021/22)*	BACS	1,220.70	0.00
Clerk	Salary and expenses*	BACS	1,385.07	0.63
Burton Tree Care	Jinny Trail: Emergency tree works £680 Jinny Trail: 3 days tree works £990	BACS	1,670.00	0.00
Bradleys Tax & Accountancy Services	Payroll service 2021/22	BACS	108.00	18.00
Manor Park Nurseries	Primulas for Burnside planters	BACS	41.04	6.84
J Deacon	Craythorne: Locking/unlocking barrier 01-28 February £168.00 Environmental Contract £1,019.10 Jinny Trail: Emergency tree work £608.40 Meadow View: Plant fruit trees £72.00	BACS	1,867.50	311.25
Clerk	Reimbursement: Printer toner £58.39 Postage (March agenda) £23.90	BACS	82.29	9.74
O2	Council mobile	DD	17.03	2.84
TOTAL			7,641.74	359.76

Resolved That:

- a) The above payments be approved.
- b) This council takes note of the NJC National Salary Award and authorises its implementation.

195.2 Bank reconciliation as at 28 February 2022

		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	89,535.97	32,555.52	122,091.49
	LESS Expenditure	86,831.15	8,558.75	95,389.90
Funds: 28 February 2022		15,579.86	85,697.57	101,277.43

Resolved That the above was a true record.

195.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves at Year End are projected to be:

	Opening funds 01/04/2021 £	Closing funds 31/03/2022 £
Environmental improvements	3,902	3,111
EA funding	7,635	-
Brook Hollows	10,000	35,000
Play areas	7,398	3,642
Andy Starbuck seat (donations)	1,275	351
Total	30,210	42,104

196. Actual income/expenditure to 31 January 2022

Resolved That the report be noted.

197. Staffordshire County Council:

CDT6627-2062 - Wilson Way, Station Road and Knowles Hill - Informal Consultation

The council was informed that the County Council had considered and are proposing a number of changes to the previously suggested road marking improvements shown on the Station Road Consultation drawing. The proposals on Wilson Way and Knowles Hill remain as previously advertised. The additional road markings considered are double yellow lines on the highway causing access problems for private accesses. It is also proposed to extend the double yellow lines on Station Road between the western and eastern junction of Chapel Lane to form a continuous restriction, which will prevent unsafe parking and improve forward visibility around the bend.

Resolved That the Parish Council:

- a) Object to yellow lines near the Butchers on Chapel Lane
- b) Accept Station Road proposals

198. Platinum Orchard: Update (Minute No. 177 refers)

Resolved That:

- a) The text on the plaque should read:

Platinum Orchard

The Platinum Orchard was created in 2022 on commemorate the Queen's Platinum Jubilee.

Groundworks for the Orchard were funded by Rolleston on Dove Parish Council and the trees were donated by a village resident.

- b) A formal opening event would not be arranged.

199. Climate Emergency Declaration

Councillor Scott had tabled the following proposal for consideration:

"That the Parish Council should declare a Climate Emergency and initiate a process of Public Consultation to draw up a Climate Emergency Plan".

The word “emergency” was disputed strongly by some councillors, and it was also stated that the council should be considering biodiversity as well as climate change. After a robust discussion, the council declined to declare a climate emergency.

The council was aware that there are actions which can be undertaken locally to raise community awareness of sustainability measures. Cllr Stewart said that she will approach the relevant ESBC Officer to join a future council meeting to discuss how they can help RPC and how RPC can link with them.

Councill Scott was to be advised that if he wished, he could present a plan to a future meeting of the council outlining actions that can be undertaken by RPC, based on the Friends of the Earth guide “20 actions that parish and town councils can take”.

200. Proposed Queen’s Platinum Jubilee bench

Information had previously been circulated to all councillors on the various commemorative bench options.

Resolved That the council agree to purchase a Queen’s Platinum Jubilee Commemoration bench seat, complete with commemorative plaque and bolt down kit at a cost of £1,177.00 plus VAT and that the bench be installed on The Croft (where the Laurels had been removed by the footbridge). It was further agreed that donations be invited from the community via the next issue of the “Rollestonian”.

201. Review of Policies

201.1 The following policies were reviewed and amended where necessary:

- a) Financial Regulations
- b) Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- c) Data Security Breach Reporting Form
- d) Information and Data Protection Policy
- e) Publication Scheme
- f) Asset Register

201.2 Memorial Benches and Plaques Policy

Resolved That this item be deferred to the next meeting.

202. Correspondence

202.1 Staffordshire Parish Councils’ Association (SPCA)

The SPCA’s newsletters had been circulated to all councillors.

202.2 Communications Log

The Comms Logs had been circulated to all councillors.

203. 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.

204. Application for Co-option onto the Parish Council

Resolved That Vivien Sharples be co-opted onto the council.

205. Quotations

205.1 Jinny Trail

Resolved That the council decline the quotations and instead opt to install 2 No. signs which mirror the Stretton PC signs, that Stretton PC be asked for their permission to install one sign on the boundary gate, that one sign be installed on the gate at the Station Road entrance.

205.2 Relocation of the village interpretation panel

Resolved That the following quotation from J Deacon be accepted:

To relocate interpretation panel to Jamie's Garden
Labour and materials
£60.00 plus VAT

205.3 Jubilee Orchard

Resolved That the following quotation from Ben Binns be accepted:

To prune several trees, provide mulch and replacement tree stakes
£130.00

206. Meadow View Play Area

Resolved That this item be deferred to the next meeting.

The meeting closed at 10.00pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
ACTUAL INCOME AND EXPENDITURE TO 31 MARCH 2022

Nominal Code	Description	Original Budget £	Actual to 31/03/2022 £	Approved Budget 2022/23 £
100	Income			
1076	Precept	73,100	73,100	87,700
1090	Interest Received	6	6	6
1100	Grants & Donations Received	-	41,060	-
1110	Council Tax Support Grant	1,665	1,665	1,665
1200	Garden rents	125	125	125
1220	Allotment rents	15	10	15
1250	Football pitch fees	200	290	200
1270	SCC: Annual grass cutting	-	4,837	3,628
1999	Other income	-	634	-
	Income	75,111	121,727	93,339

Nominal Code	Description	Original Budget £	Actual to 31/03/2022 £	Approved Budget 2022/23 £
200	Administration			
4000	Staff salary	13,500	17,503	17,150
4020	Employer's National Insurance	650	1,195	1,090
4030	Payroll Services	80	90	90
4050	Use of Home as Office	178	178	178
4100	Insurance	3,200	1,106	1,106
4110	Audit Fees	515	472	500
4120	Photocopier: Rental/Maint.	378	378	378
4121	Photocopier: Copy charge	670	485	600
4125	Stationery	200	158	200
4127	Village Directory	150	58	150
4130	Postage	300	360	400
4140	Council mobile	175	158	175
4150	Subscriptions	700	537	600
4160	Training	140	510	500
4180	Room hire	-	185	340
4190	Mileage expenses	250	243	250
4195	Parking fees	12	5	9
4200	Play areas	7,000	7,000	10,000
4205	Craythorne barrier: Lock/unlock	700	530	1,825
4210	RPC Website	100	137	100
4211	Village website	45	46	45
4220	IT/Software	300	258	300
4230	s.137 Expenditure	100	67	100
4240	Mowing contract	17,000	13,898	17,000
4250	Bin emptying	4,000	3,886	4,000
4260	Trees	4,000	3,722	4,000
4265	Plants for planters	600	625	750
4270	Environmental contract	13,000	12,827	15,000
4300	Projects	-	-	10,000
4320	Capital expenditure	800	591	800
4330	Other administration	2,000	1,491	2,000
4999	Contingency	5,000	4,227	5,000
	Expenditure	75,743	72,926	94,636
	TOTAL EXPENDITURE	75,743	72,926	94,636
	TOTAL INCOME	75,111	121,727	93,339
	NET INCOME OVER EXPENDITURE	- 632	48,801	- 1,297

Earmarked Reserves (EMRs)

Coding	Description	Opening funds 01/04/2021 £	Actual funds at 31/03/2022 £	Opening Funds 01/04/2022 £
4400/320	Environmental improvements	3,902	3,111	3,111
4410/321	EA funding	7,635	-	-
4420/322	Brook Hollows	10,000	50,000	50,000
4440/325	Play Areas	7,398	3,642	3,642
4440/326	Andy Starbuck seat (donations)	1,275	351	351
	TOTAL	30,210	57,104	57,104

Rolleston FC

Craythorne Road playing field: Sport England funds

Introduction

We took away from the meeting that we attended to explore the two solutions for the changing facility at Craythorne:

- Modular non-permanent changing facility
- Brick built changing facility

There have been various challenges in seeking feasibility quotations on the solution on both options, due to the nature of us seeking a feasibility quote rather than having the knowledge the funding is readily available for the project, a preferred solution and preferred supplier/contractor.

As with the current climate that we are in and the availability of suppliers time with a project that they currently have no funding from and the ever changing cost of material and availability of material. Added to the availability of suppliers/contractors in the present moment due to workloads due to Covid-19.

Until we have the three, and maybe more items, confirmed of availability of funding for the project, the solution and the supplier/contractor, the below is very much a feasibility based exercise. The feasibility quotations have been based on the indicative location as seen below, so that suppliers/contractors could base the services to the building as a guide for pricing.

Solutions

We have put each solutions below, summarising and bullet points both for/against of each solution.

Modular non-permanent changing facility

We obtained 3 feasibility quotations for this solution and was a quick turnaround for the figures due to the nature of the products being already designed, however any bespoke designs were out of the budget and some of the basic level standard products being out of the budget also.

For

- 1 of the 3 feasibility quotations was within the budget
- Suppliers able to provide a full project management of the project
- Start to finish process of the project less time
- Changing facility can be removed
- A range of standard products to select from

Against

- Design of the 1 of 3 feasibility quotations was a poor return on value for the price
- Design is very limited to the standard designs they have
- Non local supplier of the project
- Damage/repairs harder to source locally as a supplied build
- Future modification limited/none

Brick Built Changing Facility

We contacted 3 local building companies to obtain feasibility quotations. This was a prolonged period for responses with some of the local building companies due to the bespoke design nature of this solution and builders workloads. Only being able to obtain 1 feasibility quotation, due to the information and stage of design that we are currently at. Added to the current position of the building industry with price of material, leads times, etc.

For

- Feasibility quotations more flexible with the design due to the solution of the brick built design and can be re-designed easier to fit the budget (as initial outside)
- Building company able to provide a full project management of the project
- High level of security
- Better value for the price
- Able to use local building trade people
- Options to explore of donations/discounts on materials
- Aesthetically pleasing on the eye to fit the Rolleston village image
- Selection of materials to complement and enhance the area more flexible
- Relatively maintenance
- Longer life cycle
- Easier to modify in the future if required

Against

- Feasibility quotation was initially outside of the budget
- Start to finish of the project longer
- Longer process to deconstruct the building if needs to be removed

Summary

As previously communicated we want to keep the people within the village playing for all Rolleston based teams, be that at football, cricket or any other sporting activity. With the growth of the club expanding season on season, and new players start from as young as 5 years old we are setting a fantastic foundation at the bottom of the club. But we will eventually reach our limitations in what we can achieve with the facility that we currently have at Craythorne.

People are travelling from outside of Rolleston, i.e. Derby, Stretton, Barton, as they see the expansion of the club and what it has to offer. With the changing facility this will add to the desirability of the football club, and again to further expand.

Along with this it brings in money to the village as people come to Craythorne for football throughout the week and make use the local business as they are nearby. Compared to our current position where we have to hire pitches at locations outside of the village.

As a football club our preferred choice is the solutions of a brick built changing facility, whilst not discounting the modular building as a solution, as both solutions look to be feasible with a balanced for/against for each.

To explore the deeper detail of the solution it requires the Rolleston Parish Council's vision and future aspirations of the football club's position within the village. To then have that decision made and be able to know which solution to explore in detail with yourselves, due to the ever changing cost of materials and therefore quotations we will receive. As the price we receive today, may not be the same tomorrow.

There needs to be an agreed clear common solution which has both parties working together in collaboration to reach the same common goal.

We look forward to your response.
Many thanks

**ROLLESTON ON DOVE PARISH COUNCIL
COMMUNITY ENGAGEMENT POLICY**

1. SCOPE

This policy sets out the role of community engagement and its importance, how Rolleston on Dove Parish Council (“RPC”) engages the wider community and identifies the needs / aspirations of the community and how RPC can improve community engagement.

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public-sector bodies.

It provides opportunity for local people to talk to RPC about their aspirations and / or needs in their community and neighbourhood.

It allows RPC to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it is performing.

2. OBJECTIVES

The objectives of the policy are to:

- encourage effective local community engagement
- ensure that embedded throughout RPC there is clear understanding of the need to engage with the community about decisions that affect them
- enable aspirations / comments / suggestions obtained from community engagement to have an impact on decision making and the way services are being delivered.
- identify how RPC can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).
- encourage feedback whether positive or negative

In order that:

- the problems and needs of local people are clearly identified so that appropriate new or improved facilities / services can be provided
- those participating feel empowered by being involved in decision making in their local community
- there may be enhanced leadership and greater interest in elections and standing for RPC

3. GENERAL PRINCIPLES

The key aspects of community engagement include:

- development of a network of relationships between RPC, individuals, voluntary and community groups
- clear, honest and open communication to ensure that information is made accessible to all groups
- listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups
- providing accurate and unbiased information that sets out the significance of the issues and makes it clear what can be influenced by parishioners and when parishioners input is particularly required.

4. RPC AND COMMUNITY ENGAGEMENT

RPC will facilitate community engagement in the following ways:

- by holding an Annual Parish Meeting to allow residents to question and review how the elected members help shape the community. The main objective of the annual meeting must be to provide and encourage two-way communication between the community and Councillors.
- providing opportunities for parishioners to have their say about decisions, services and plans. All meetings of the Parish Council are open to the public and press. Residents can access agendas for meetings via the RPC website and noticeboards.
- making relevant information available on what decisions are being considered and how residents can influence or contribute to the discussions in good time. Methods used to ensure engagement will be through the RPC website, noticeboards, Facebook, notices, agendas, parish newsletter, word of mouth and having stalls at village events and such other methods as RPC considers appropriate.
- planning applications are considered at RPC meetings. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applications / supporters, objectors and local community groups.
- the Clerk is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.
- details of how to contact the Clerk are shown on the RPC website.
- RPC will produce and publish on its website a list of annual Council dates to include the start times of the meetings and the agenda for each meeting.
- RPC will be open and accountable in its dealings with residents and the community. It will make information on its policies and procedures freely available.
- RPC will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to RPC but also to other

organisations.

- Councillors will continue to represent RPC on various outside bodies to ensure that they are kept informed of the community's needs.

5. COMMUNICATION

RPC is committed to improving community engagement by:

- continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- RPC will be proactive and will be willing to consider any reasonable opportunities that support its purpose of getting information available and increasing contributions from the community, especially those difficult to reach.
- when dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting or some other suitable form of public consultation.
- consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- continuing to work with others to produce and review community led policies.
- identifying and embracing opportunities to work with other local community groups when the need arises.
- publicising the positive results that have been achieved from working relationships between RPC and other community groups in order to encourage new relationships / partnerships to be formed and to raise community spirit.
- promoting elections and the importance of the democratic process and the value of being a Councillor.
- promoting the value to the parish of volunteering.

6. REVIEW

This policy will be reviewed three years after it has been adopted by RPC.

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS**

1. PURPOSE AND SCOPE

- 1.1. Rolleston on Dove Parish Council (“RPC”) aims to provide services at a satisfactory level. If you are dissatisfied with the standard of service you have received from RPC or are unhappy about an action or lack of action by RPC, this Complaints Procedure sets out how you may complain and how we shall try to resolve your complaint.
- 1.2. This Complaints Procedure applies to complaints about RPC administration and procedures and may include complaints about how RPC employees have dealt with your concerns.
- 1.3. This Complaints Procedure applies to complaints made against RPC’s employees but does not apply to:
 - 1.3.1. complaints by one RPC employee against another RPC employee, or between a RPC employee and the RPC as employer. These matters are dealt with under RPC’s disciplinary and grievance procedures
 - 1.3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 11 February 2019 and, if a complaint against a councillor is received by RPC, it will be referred to the Monitoring Officer of East Staffordshire Borough Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of East Staffordshire Borough Council.
- 1.4. The appropriate time for influencing RPC decision-making is by raising your concerns before RPC debates and votes on a matter. You may do this by writing to RPC in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the Public Forum section of Council meetings. If you are unhappy with a RPC decision, you may raise your concerns with RPC, but Standing Orders prevent RPC from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

2. KEY PRINCIPLES

- 2.1. RPC is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality.
- 2.2. In dealing with complaints RPC and its employees will comply with data protection legislation and RPC’s policy thereon.
- 2.3. In dealing with complaints RPC and its employees will comply with RPC’s Equal Opportunities Policy.

3. PROCEDURE

- 3.1. You may make your complaint about RPC’s procedures or administration to the Clerk. All formal complaints against RPC must be communicated in writing (which includes by email)

and must state whether the complainant wishes their complaint to be treated confidentially. Complaints should be sent to Rolleston on Dove Parish Council, c/o 32 Hillcrest Rise, Burntwood WS7 4SH A marked for the attention of the Parish Clerk.

- 3.2. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint immediately. If the Clerk is absent when a complaint is made, the complaint will be dealt with immediately upon the Clerk's return from absence.
- 3.3. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of RPC ("the Chairman") who will report your complaint to the Council. Complaints should be sent to Rolleston on Dove Parish Council, c/o 32 Hillcrest Rise, Burntwood WS7 4SH marked for the attention of the Chairman of the Council and marked "Addressee Only".
- 3.4. Wherever possible, the Chairman will try to resolve the complaint immediately. If this is not possible, the Chairman will normally try to acknowledge the complaint immediately. If the Chairman is absent when a complaint is made, the complaint will be dealt with immediately upon the Chairman's return from absence.
- 3.5. The Clerk or the Chairman as appropriate will investigate each complaint, obtaining further information as necessary from the complainant and / or from staff or members of the Council.
- 3.6. The Clerk or the Chairman will notify the complainant within twenty working days of the outcome of the complaint and of what action, if any, RPC proposes to take as a result of the complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, the complainant will be kept informed in writing.)

4. APPEALS

- 4.1. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Council and usually within 8 weeks you will be notified in writing of the outcome of the review of your original complaint.

5. REVIEWS

- 5.1. This policy will be reviewed three years from the date of adoption by RPC.

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
DISCIPLINARY PROCEDURE**

1. Purpose and scope

This procedure is designed to help and encourage all Council employees to achieve and maintain high standards of conduct whilst at work or representing the Council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009.

2. Principles

No disciplinary action will be taken against an employee until the case has been fully investigated.

At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.

At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague (this may be the Clerk to another Council) during the disciplinary interview.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.

An employee will have the right to appeal against any disciplinary penalty imposed.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3.1 The procedure for misconduct and gross misconduct

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and / or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Council rules or procedures
- Failure to perform your job to the standard expected or in line with job description / objectives
- Time wasting

- Disruptive behaviour
- Misuse of the Council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Failure to follow an agreed Council Procedure.

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated.

N.B. Persistent or frequent absence on medical grounds and long-term sickness absence will be dealt with using a procedure for incapacity, which is described in the Sick and Absence Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- a) Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- b) Fighting, assault on another person
- c) Deliberate damage to property of the Council, its workers or members
- d) Gross incompetence in the conduct of work
- e) Gross negligence which results in the Council or employees being put at risk.
- f) Being under the influence of illegal drugs or excessive alcohol
- g) Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- h) Serious acts of insubordination
- i) Serious breach of duty to keep information of the Council, its service providers and its clients confidential
- j) Unauthorised entry to computer records
- k) Serious breach of the Council's policies
- l) Any action, whether committed on or off the premises, that is likely to or does bring the Council into disrepute
- m) Serious negligence which causes or might causes significant loss, damage or injury
- n) Accepting bribes or incentive payments from suppliers
- o) Unauthorised use of Council funds or credit
- p) Working with an external agency to provide information which would be detrimental to and cause commercial risk to the Council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 Informal action

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and Chair. The complaint or allegation should be handled discreetly by

members of the Employment Committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 Formal action

3.3.1 The level of warning given for misconduct t /gross misconduct will depend on how serious the Council considers the alleged actions to be and previous conduct in all the circumstances. In the event of alleged Gross Misconduct, the formal process may commence at Stage 4 – see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him / her of the allegation(s) and reasons why this is unacceptable. The letter will invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting will be agreed with the employee and it will be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case, e.g. within five days of the letter being sent where practically possible.

At the meeting the Chair of the Employment Committee will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the Council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 Outcomes and penalties

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal Oral Warning. He or she will be advised of:

- the reason for the warning
- that it is the first stage of the disciplinary procedure

- the improvement that is required and the timescales for achieving this improvement
- together with a review date and any support available (where applicable), and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a Written Warning will be given to the employee by the Chair of the Employment Committee. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a Final Written Warning will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Chair of the Employment Committee but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Council reasonably believes Gross Misconduct has occurred, dismissal may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him / her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with / without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

3.5 Suspension

If the employee is accused of an act of gross misconduct, s/he may be suspended from work on full pay while the Council investigates the alleged offence. Only the Employment Committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the Council will be maintained although access to premises, equipment or systems may be denied.

The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. The Council will consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.6 Appeals

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct / Gross Misconduct or Poor Performance.

An employee who wishes to appeal against a disciplinary decision should inform the Chair of the Employment Committee within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.7 The right to be accompanied

At each formal stage of disciplinary interview an employee has the right to be accompanied by a colleague or accredited Trade Union official or lay member and can make a reasonable request for such a person to accompany them. An employee can ask a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. The companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 Employment committee

The Council will set up an Employment Committee on an annual basis to hear disciplinary and grievance hearings so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9. Note taking

A note-taker will be provided to every meeting / hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. The Council will give this requirement careful consideration in order to respect employee confidentiality.

3.10 Grievances raised during disciplinarys

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the Council or individual Members. Disciplinary matters will be placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but the Council will exercise caution and specialist advice will be sought if this arises.

3.11 Criminal charges or convictions

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. Getting it wrong

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the Council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
ENVIRONMENTAL POLICY**

All activities have some impact upon the environment. Rolleston on Dove Parish Council (“RPC”) recognises its responsibilities to minimise the impact its operations have on the environment to the benefit of RPC and local residents.

1 PURPOSE AND SCOPE

The purpose of this policy is to establish broad objectives to enable the development of activities or procedures that will minimise negative effects on the general environment and enhance and protect RPC’s immediate environs.

2 KEY PRINCIPLES

- 2.1 To strive to make a positive contribution to protecting and enhancing the local and global environment.
- 2.2 To be mindful of the fact that RPC’s actions often have an impact on the environment when decision-making.
- 2.3 Where relevant to build environmental considerations and sustainability into RPC policies.
- 2.4 To minimise environmental pollution and waste in RPC activities and encourage the conservation, re-use and appropriate recycling of resources within the Parish.
- 2.5 To reduce the effect of adverse impacts, RPC will aim to embrace the following objectives:
 - Minimise material consumption and consider the lifecycle impact of any purchase;
 - Reduce waste and re-use material wherever possible and in particular to reduce the use of single-use plastic where possible;
 - Embrace recycling opportunities for re-used waste;
 - Improve the quality of its working environment;
 - Minimise CO² emissions produced by RPC activities;
 - Minimise energy use and emissions to air;
 - Encourage suppliers to raise their environmental performance;
 - Encourage users of RPC owned grounds and allotments to raise their environmental performance;
 - Conserving biodiversity on RPC owned grounds and allotments and to manage the same so as to encourage wildlife and plant-life where appropriate.

3 SPECIFIC ENVIRONMENTAL ACTIONS

3.1 Energy Efficiency

RPC is committed to responsible energy management and will, where possible, promote energy efficiency through its operations by the following actions:

- Increase awareness of energy efficiency amongst employees;
- Recommend energy conservation technology where applicable

3.2 Recycling and Conservation

Where possible, RPC's contractors should recycle, or re-use, any recyclable material.

3.3 Office Equipment

Generally, new equipment will be selected from product ranges with good environmental standards and ratings, both in use and disposal.

3.4 Local Sourcing

Where possible, RPC will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally. This also has the positive effect of supporting the local economy.

4 PURCHASING

Where possible purchasing decisions will take account of both environmental and value for money factors.

5 GENERAL

Each employee and RPC member will:

- take responsibility for the implementation of the Environmental Policy
- encourage volunteers and members of other organisations to adopt good practices so as to improve the environmental performance of RPC and to improve its impact upon the environment

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
HEALTH AND SAFETY POLICY**

GENERAL STATEMENT

1. Rolleston on Dove Parish Council ("RPC") recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

As the Council's Health and Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.
5. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy under cover of the attached letter.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Ensure that all equipment used by employees is regularly maintained and serviced.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.

3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.
7. Ensure that contractors and volunteers have adequate and appropriate insurance.

Eye Tests and Spectacles

1. RPC recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).
2. Subject to the clauses below RPC will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day on RPC business.
3. Subject to the clause below RPC will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.
4. RPC will only contribute towards the costs of an eye test once in any twelve-month period.
5. If an eye test reveals that spectacles are required exclusively for VDU work, RPC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. RPC will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Vaccinations and Immunisations

1. RPC recognises its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to take suitable precautions to protect the health of employees at work.
2. Health and Safety Law requires that employees shall not be charged for vaccines or immunisations solely required as a means of protecting them at work.
3. Accordingly, RPC will reimburse any costs reasonably incurred by an employee for vaccines or immunisations which are required solely in connection with the employee's employment with RPC and in the performance of their duties. Such reimbursement claims should be made on the appropriate form and substantiated with a receipt for each of the costs claimed.
4. RPC will maintain occupation health records updated to show any vaccinations or immunisation course(s) undertaken by the employee in connection with the employee's employment with RPC.

REVIEW

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON DOVE PARISH COUNCIL
OPENNESS AND TRANSPARENCY POLICY**

1. Legislation

The following list of legislation applies to the openness and transparency of Local Government:

- *The Openness of Local Government Bodies Regulations 2014*. These Regulations took effect on 06 August 2014
- *Law of Defamation*
- *Law on Public Order Offences* (Crown Prosecution Service guidance on communication using social media)
- *Localism Act 2011*
- *Accounts and Audit (England) Regulations 2011; Local Audit and Accountability Act 2014*
- *Freedom of Information Act 2008*
- *Public Bodies (Admission to Meetings) Act 1960*
- *Re-use of Public Sector Information Regulations 2005*
- *Data Protection Act 2018*

2. Definition of Reporting

The Openness of Local Government Bodies Regulations 2014 define reporting to include:

- Filming, photographing or making an audio recording of proceedings at a meeting (e.g. using a mobile phone, tablet, filming for a TV broadcast, recording for a radio broadcast)
- Using any other means for enabling people not present at a meeting to see or hear proceedings as it takes place or later (e.g. live streaming)
- Written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after a meeting. Examples of written reporting or commentary include, e.g. blogging, posting comments on Facebook or Tweeting.

3. Filming and recording of parish council meetings

Any member of the public may take photographs, film and audio-record the **proceedings** and report on all public meetings.

No prior permission is required to carry out this activity, however, it is advisable that any person wishing to film or audio-record a public meeting should inform the Clerk so that all necessary arrangements can be made for the public meeting.

Oral (running verbal) commentary is not allowed during a meeting as this would be disruptive to the meeting. Oral commentary by a person present at the meeting can be provided after the meeting. A person will need to ensure that their oral or written reporting of a meeting does not give rise to a libel claim (Law of Defamation).

4. Tweeting, blogging and social media

Any person may report meetings via social media of any kind. This includes bloggers, Tweeters and, for example, Facebook and YouTube.

Councillors may Tweet or blog at meetings provided it is not disruptive and does not detract from the proper conduct of the meeting. Councillors are expected to comply with the adopted Code of Conduct.

5. Facilities provided by the parish council

Reasonable facilities will be provided to facilitate reporting / recording. This includes space to view and hear the meeting, seats and a desk.

The Council will also provide facilities such as to protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

6. Limitations

Freedom of speech within the law (see Legislation above) should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

The legislation limits what can be reported on which is only the proceedings of a meeting. The Council expects that any reporting will focus on the proceedings and those that participate in the meeting rather than those who are simply attending the meeting. Those who participate in the meeting include councillors, members of the public who are permitted to speak during the meeting, those invited by councillors to speak at the meeting and officers.

The Council will seek consent of reporting children and vulnerable adults who are present before the meeting commences. Consent will be sought from a child's parent, legal guardian or teacher. Consent will be sought from a vulnerable adult's medical professional, carer or legal guardian.

7. Disruptive behaviour

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film, etc the proceedings. Examples can include:

- Moving to areas outside the areas designated for the public without the consent of the Chairman
- Excessive noise in recording or setting-up or re-siting equipment during the debate / discussion
- Intrusive lighting and use of flash photography
- Asking for people to repeat statements for the purposes of recording

Anyone may be excluded from a meeting if they act in a disruptive manner.

Recording equipment must not be left in the room if the person has been excluded.

8. Start of the public parish council meetings

At the start of each meeting, the Chairman will remind everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about. The Chairman will remind everyone that reporting must be avoided in the separate sitting area of those who do not wish to be reported (as outlined above).

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
RISK MANAGEMENT POLICY**

1. PURPOSE AND SCOPE

Rolleston on Dove Parish Council (“RPC”) recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities, and community against potential losses but acknowledges that risk cannot be totally eliminated. RPC will work to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision and will put in place a structure to manage risk.

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Risk management will:

- a) strengthen the ability of RPC to achieve its objectives and enhance the value of services provided
- b) help to ensure that RPC has an understanding of “risk”
- c) help to ensure that RPC adopts a uniform approach to identifying and prioritising risks.

2. KEY OBJECTIVES

The key objectives of RPC’s risk management strategy are to:

- a) integrate risk management into the culture of RPC
- b) manage risk in accordance with best practice
- c) anticipate and respond to changing social, environmental and legislative requirements
- d) prevent loss, disruption, damage and injury and reduce the cost of risk thereby maximising resources
- e) inform policy and operational decisions by identifying risks and their likely impact

3. PROCEDURE

RPC will seek to achieve the key objectives by:

- a) establishing clear roles, responsibilities and reporting lines within RPC
- b) providing opportunities for shared learning on risk management across RPC and promoting opportunities for training
- c) incorporating risk management considerations into RPC’s management processes, e.g. project management
- d) effective communication with and the active involvement of employees
- e) monitoring risk management arrangements on an ongoing basis
- f) councillors and employees to have regards for risk in carrying out their duties

including adhering to relevant risk assessments

4. RESPONSIBILITY FOR RISK MANAGEMENT

It is the responsibility of all councillors, volunteers who work for RPC and employees whether full time part-time, temporary or casual to have regard for risk in carrying out their duties.

The co-operation and commitment of all RPC councillors and employees is required to ensure that RPC resources are not wasted as a result of uncontrolled risk.

Adopted: 08 April 2019

Next review date: April 2025

**ROLLESTON ON DOVE PARISH COUNCIL
TRAINING POLICY**

Statement of Intent

Rolleston on Dove Parish Council ("RPC") is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

RPC employs a part-time Clerk. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its Clerk.

RPC will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. Training will be identified through the Clerk's annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose before including it in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk may require specialised training in their respective field. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. The Clerk may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by RPC.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should the Clerk require or request additional specialist training RPC may require the Clerk to sign an agreement to pay back part or all of the training costs should they voluntarily leave RPC's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course and the Clerk will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

RPC will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Staffordshire Parish Councils Association (SPCA)* to enable staff and councillors to take advantage of their training courses and conferences. (*RPC is not currently a member of the SPCA.)

The Clerk will be expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and Councillors are encouraged to share their learning with other Councillors.

Reviews

This policy will be reviewed three years.

Adopted: 08 April 2019

Review date: April 2022

Staff Training - Needs, identification & methods

1. Needs for Training

11. Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

12. Paid Staff

All paid staff should receive training applicable to their specific role, e.g. Clerk, grounds maintenance staff, litter pickers, etc.

13. Contractors

Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at RPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within RPC before committing to any training scheme.

14. Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of RPC.

2. How to Identify Training Needs

21. Staff appraisals
22. Questionnaires
23. Interview / discussion
24. Requests

3. Resourcing Training

3.1 Organisations offering training include:

- East Staffordshire Borough Council (ESBC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Staffordshire County Council (SCC)
- Staffordshire Parish Councils Association (SPCA)

4. Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list and any other relevant policies and documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Members List
3. Training Statement of Intent
4. Meetings Timetable
5. Model Code of Conduct
6. Budget
7. Standing Orders
8. Financial Regulations
9. Parish Council Powers
10. Privacy Policy and SAR Policy
11. Equal Opportunities Policy
12. Health & Safety Policy
13. HR policies
14. Community Engagement Policy
15. Minutes of Parish Council Meetings (limited to the previous month)

ROLLESTON ON DOVE PARISH COUNCIL MEMORIAL BENCHES AND PLAQUES POLICY

Background

From time to time Rolleston residents have approached the Parish Council requesting to add a memorial plaque to a bench or to adopt a bench for that purpose or to install a new memorial bench.

Objectives of the policy

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by residents.
- To balance the sometimes contrasting needs of a variety of facility users.
- To maintain and enhance the high quality appearance of sites and not detract from their prime recreational purpose.
- To clearly establish the responsibility for maintenance, repair and replacement.
- To achieve full cost recovery by Rolleston on Dove Parish Council for any memorial benches and/or plaques provided.

Locations

Parish Council land only.

The policy

1. All applications for memorial benches or plaques should be completed on the official request form and be signed by the applicant. Installation is not permitted without prior Council authorisation.

Memorial plaques

2. Commemorative plaques can be added to existing benches with the following guidance:
 - The bench concerned will be nominated by the applicant as a relative or friends of the deceased person.
 - The Parish Council will allow up to four plaques per bench from the start date of this policy.
 - Stainless steel plaques should be a maximum of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be secured with non-return security screws.
 - The plaque will be ordered by the Council (the Council will recharge the applicant).
 - The plaque will be fitted by the Council's contractor.
 - The Council will undertake to keep the plaque in place for 15 years. At the end of that period the original applicant or another family member can approach the Council to assess the onward arrangements.

Memorial benches

3. It will be the responsibility of the applicant and his/her successors to meet the cost of purchase and installation of the bench. The bench will be installed by the Council's contractor.

4. Benches will be purchased by the Council (recharged to the applicant) from its approved supplier in consultation with the applicant. All benches should be paid for by the applicant before the completion of the installation.
5. All maintenance will be undertaken by the Council's contractor. A maintenance service charge of £250 will be required to be paid by the applicant before installation to ensure the upkeep of the bench that will include periodic removal of algae and the application of wood preservative by the Council for 15 years.
6. No additional mementoes, e.g. vases, statues,, flowers, wreaths, balloons or other ornamentation, etc shall be permitted on or around the bench.
7. The Council's insurance policy will only meet the cost of Public Liability. For this risk to be covered, the bench must be **donated to the Council** and be listed on it Asset Register. Loss or damage caused by events such as fire, theft, vandalism, accidental damage or wear and tear are not insured, and the Council will accept no liability for the cost of repair or replacement.
8. The Council will not accept liability for damage caused by ground works in the vicinity of the bench.
9. The Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of current contact details.
10. The Council reserves the right to remove any memorial benches that have been damaged beyond economical repair or have not been repaired within four weeks of notification.
11. Minor damage will be repaired by the Council at its expense if the owner of the bench is not willing to do so.
12. At the end of 15 years the bench can be renewed or the plaque will be removed and returned to the applicant. The original applicant and/or their successors will need to contact the Council if they wish to purchase a replacement bench. If no contact is received, the Council reserves the right to dispose of the bench.

Adopted by the Council: (Date)

Review date: 2027 or earlier if required by changes to legislation

ROLLESTON ON DOVE PARISH COUNCIL

MEMORIAL BENCH AND/OR PLAQUE ENQUIRY FORM

Please complete and return to:

The Clerk, Rolleston on Dove Parish Council, 32 Hillcrest Rise, Burntwood WS7 4SH
(Email: rollestonpc@outlook.com)

Your contact details

Name

Address

Telephone/Mobile

Email

Proposed location of bench

Name on Memorial plaque

What is your memorial message that will be on the plaque (to be approved by the Council)?

.....
.....
.....

Agreement for a memorial bench or plaque

In making this application, I agree to the terms and conditions of the 'Rolleston on Dove Parish Council Memorial benches and plaques policy', as published on Rolleston on Dove Parish Council's website: www.rollestonondovepc.co.uk

Once the Council has approved the application the Parish Clerk will return the signed form together with the terms of the agreement to the donor.

Donor's signature

.....

Print name

Date

Rolleston on Dove Parish Council signature

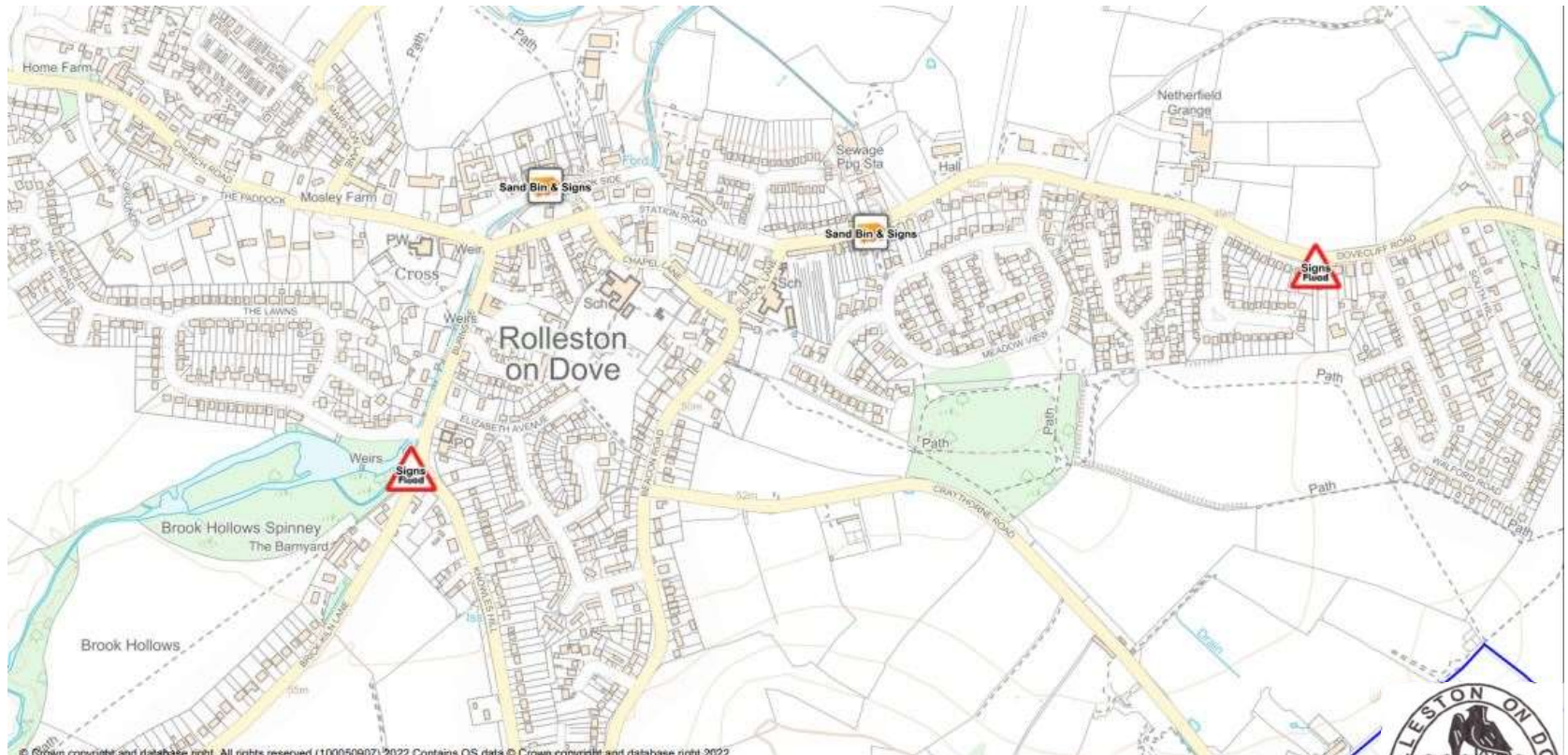
.....

Print name

Date

Rolleston on Dove - Flooding Information

Locations of sand bins, sand bags and flooding signs are indicated on this village map for use in the event of flooding and useful contact details are provided on the following page.



Organisation	Telephone (office hours)	Telephone (out of hours)	Online
Flood line	0345 988 1188	0345 988 1188	https://flood-warning-information.service.gov.uk/warnings
Environment Agency	0370 850 6506	0370 850 6506	https://www.gov.uk/government/organisations/environment-agency
ESBC	01283 508000	01283 517111	http://www.eaststaffsbc.gov.uk/emergency-planning/flooding
SCC	0300 111 8000	0300 111 8000	https://www.staffordshire.gov.uk/Highways/flooding/Home.aspx
Fire & Rescue Service	Burton Community Fire Station 01785 898070 Emergency 999	Burton Community Fire Station 01785 898070 Emergency 999	
Police	Burton Police Station 0300 123 4455 Emergency 999	Burton Police Station 0300 123 4455 Emergency 999	
Ambulance Service	General enquiries 0115 884 5000 Emergency 999	General enquiries 0115 884 5000 Emergency 999	
Trent & Dove Housing	01283 528528	01283 528528	https://www.trentanddove.org/contact-us/
South Staffs Water	0800 389 10 11	0800 389 10 11	https://www.south-staffs-water.co.uk/incidents/in-my-area
Severn Trent Water	0800 783 4444	0800 783 4444	https://www.stwater.co.uk/help-and-contact/contact-us/
Electricity	0800 6783 105	0800 6783 105	https://www.westernpower.co.uk
Gas	0800 111 999	0800 111 999	https://cadentgas.com/contact-us
Telecommunications	0800 023 2023 (option 1)	0800 023 2023 (option 1)	https://www.openreach.com/help-and-support/damage-health-and-safety
Parish Councils	Rolleston on Dove Parish Council Clerk: 07908 545412 rollestonpc@outlook.com	Tutbury Parish Council Clerk: 07486 406045 tutburyparishcouncil.co.uk	Stretton Parish Council Clerk: 01283 537939 stretton-pc.gov.uk

11 MARCH 2022

All smaller local councils

Dear chairs and councillors of smaller councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We would like to hear from you on the issues you would like us to address that are specific to small councils and to invite you to tell us what services NALC could consider offering to meet your needs. For instance, are there any specific issues you would like us to feed into NALC's online events, committee meetings or national network sessions which you would find particularly useful and/or is there a particular issue you think we should be lobbying government about which we aren't currently?

In case you might find it useful, the committee has been considering the following subjects:

- practice regarding planning consultations
- carbon literacy
- identifying future membership needs for advice/guidance and providing feedback/input on NALC services
- practical issues arising from small councils having limited capacity
- sharing good practice, supporting NALC campaigns/big themes and helping develop the evidence base including through surveys
- improving good governance
- increasing take-up of the Local Council Award Scheme and CILCA

We hope you will consider this request as an agenda item at your next local council meeting.

We look forward to hearing from you.

Please reply to policycomms@nalc.gov.uk by 30 April 2022.

Yours sincerely,

Cllr Graham Ford
Chair
NALC Smaller Councils Committee