



# Rolleston on Dove Parish Council

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

20 September 2022

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Tuesday 27 September 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. **Planning matters**
  - 3.1 **Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/01601	The Cottage 3A Cross Lane	Change of Use of existing building and erection of a new building to form two mixed use storage units (residential/commercial)
P/2022/00901	8 Croft Close	Erection of front porch, single storey side and rear link extension, conversion of outbuilding to form additional accommodation and raising of ridge height to facilitate loft conversion including rear dormer window and Juliette balcony
P/2022/00919	Coppice View 10 Lodge Hill	Erection of a pergola enclosure around external hot tub and freestanding sub awning

P/2022/00948	Coppice View 10 Lodge Hill	Installation of oil tank in front of existing garage
P/2022/00978	The Laurels Fiddlers Lane	Proposed single storey side extension and installation of Cabrio rooflight
P/2022/01017	84 Meadow View	Erection of single storey side and rear extensions, new pitched roof over existing garage and relocation and alterations to boundary treatment
P/2022/01020	Brook Hollows Spinney Wood The Lawns	Crown lift all trees which are overhanging boundary onto farmland to 5.2 metres to G1 (mixed species) on southern boundary; felling of 4 x Salix spp. (Willow) to ground level located on either side of watercourse on north west woodland boundary (G2); felling of any trees up to 300mm dbh from within 1.5 metres of water's edge surrounding historic fishing pond (G3); felling of any Acer pseudoplatanus (Sycamore) of up to 300mm dbh from whole woodland with a condition allowing for an ongoing repetition of such removals to Brook Hollows Spinney (TPO No 1)
P/2022/01042	29 The Lawns	Erection of a single storey rear and side extension
P/2022/01053	58 Church Road	Erection of a single storey side extension and rear canopy
P/2022/01054	2 Burnside	Selectively reduce by 20% resulting in a reduction of approx 1.5 to 2 metres all around, thin by 10% by removal of dead and defective branches and cut back from buildings to give a 2 metre clearance of 2 Copper Beech trees (TPO 1)
P/2022/01070	Westfield House Burnside	Overall crown reduction by 1-1.5 metres of 1 Yew tree

4. **To consider the Minutes of the meeting held on 11 July 2022 (Enclosure 1)**
5. **Matters arising from the previous meeting**
6. **County Councillor's report**
7. **Borough Councillor's report**
8. **Parish Councillors' reports**
9. **Youth Representative's report**
10. **Financial matters**
- 10.1 **Schedule of payments as at 05 September 2022**

Payee	Description	Payment Method	Gross £	VAT £
<b>Councillors are requested to retrospectively approve the following payments which fell due for payment during the Summer recess and payments which fell due on 12 September:</b>				
Clerk	Reimbursement: Stationery	BACS	74.44	12.41
Ricoh UK Ltd	Copy charges (£124.14) Rental charge (£113.41)	BACS	237.55	39.59
St Mary's PCC	OGSR Room hire April-June 2022	BACS	100.00	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
J Deacon	Environmental contract (£1,058.64) Craythorne car park: Lock/unlock July (£186.00) Paint for contract painting (£400.79) Spread Eagle Island: Connect water butts together (£44.06)	BACS	1,689.49	265.47
Clerk	Salary and expenses	BACS	1,173.66	0.82
Freeola	Village website	DD	13.86	2.31
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
P Gould	Strim Brook banks to clear from the water	BACS	65.00	0.00
Mazars LLP	External audit fee YE 31/03/2022	BACS	480.00	80.00
O2	Council mobile	DD	18.35	3.06
JMP 2000 Ltd T/A Reflect Print Shop	Village Walks leaflet	BACS	244.44	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
Playsafety Ltd	RoSPA: Annual play area inspections	BACS	352.80	58.80
Rolleston Club	Replacement defibrillator parts	BACS	25.00	0.00
Clerk	Salary and expenses	BACS	1,161.56	0.00
HMRC	NI/PAYE 2 <sup>nd</sup> qtr 2022/23	BACS	1,161.42	0.00
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
J Deacon	Environmental Contract £1,058.64 Craythorne: Lock/unlock barrier (August 2022) (£186.00) Tafflands: Remove burnt out bin; Elizabeth Avenue playing field: supply and install cable ties to swing frame (£93.47) Supply wood preserver to treat posts on Jamie's Garden and Spread Eagle Island bus shelter (£31.50) Elizabeth Avenue: Replace basketball backboard, install new signage to ¼ pipe, secure ¼ pipe ramp to ground, provide and fit new rawlbolts, paint basketball stand (£220.80)	BACS	1,590.41	253.68
O2	Council mobile	DD	18.35	3.06
		<b>TOTAL</b>	<b>10,760.45</b>	<b>721.20</b>

#### 10.2 Bank reconciliation as at 31 August 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	<b>PLUS</b> Income	60,671.06	2,917.56	63,588.62
	<b>LESS</b> Expenditure	33,746.83	-	33,746.83
31 August 2022	Bank Statement	<b>35,498.39</b>	<b>103,615.78</b>	<b>139,114.17</b>

### 10.3 Earmarked Reserves as at 31 August 2022

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 31/08/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	0.00	50,000.00
Play areas	3,642.00	0.00	3,642.00
Andy Starbuck seat	351.00	(351.00)	0.00
s106 College Fields	0.00	11,753.25	11,753.25
<b>Total</b>	<b>57,104.39</b>	<b>11,098.25</b>	<b>68,202.64</b>

#### 11. Receipts/payments to 31 August 2022 (Enclosure 2)

#### 12. Conclusion of External Audit Year Ended 31 March 2022 (Enclosure 3)

#### 13. Sport England funds: Update (Enclosure 4)

#### 14. Play areas: RoSPA annual inspections (Enclosure 5)

#### 15. Spread Eagle Island: Progress report (Enclosure 6)

#### 16. 2023 Local Elections

The SPCA recently advised that elections for Parish and Town Councillors in Staffordshire (excluding Newcastle District) will be on 04 May 2023. For some Parish and Towns this could affect the date for their May (Annual Meeting) meeting. The Local Government Act 1972, Schedule 12, para 7 states: *“in a year which is a year of ordinary elections of parish councillors, the annual meeting of the parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office.”*

Councillors are requested to note that, so that the required notice can be given to councillors, the date of the May council meeting will need to change from Monday 08 May 2023 to Tuesday 16 May (the Clerk is unavailable on 15 May).

#### 17. ESBC: Climate Change and Sustainable Development Supplementary Planning Document (SPD)

Following consultation earlier this year, ESBC adopted the Climate Change and Sustainable Development SPD 16 August 2022. The document can be viewed at [www.eaststaffsbc.gov.uk/planning/planning-policy/supplementary-planning-documents](http://www.eaststaffsbc.gov.uk/planning/planning-policy/supplementary-planning-documents)

#### 18. ESBC: Draft Housing Choice Supplementary Planning Document (SPD)

East Staffordshire Borough Council's (ESBC's) revised Draft Housing Choice Supplementary Planning Document (SPD) 2022 is now open for comments from residents, businesses, organisations and others.

The Housing Choice SPD is an important part of the guidance framework for the ESBC Local Plan. It describes how planning policy is to be applied in different circumstances when making planning decisions for housing.

ESBC already has an adopted Housing Choice SPD (2019) but this revised version includes updates to reflect new government policy such as First Homes, how housing applications will be dealt with in Designated Rural Areas, how applications for small houses of multiple occupation (HMOs) in Burton on Trent will be assessed, and a number of other changes.

This updated document should be read as a whole, but some of the critical changes have been highlighted for convenience.

The SPD cannot introduce new policy, but it can help to define how existing policies in the Local Plan will be interpreted in the light of changing government policy and East Staffordshire declaring both a climate change and nature recovery emergency over the past year.

The consultation on the Draft SPD will run for six weeks from **9am Friday 26 August 2022 to 5pm Monday 10 October 2022**.

Please make any comments to: [planningpolicy@eaststaffsbc.gov.uk](mailto:planningpolicy@eaststaffsbc.gov.uk). The Draft Housing Choice SPD (2022) can be viewed at: <http://www.eaststaffsbc.gov.uk/planning/planning-policy/consultations>.

A copy of the Draft SPD can be viewed by appointment at East Staffordshire Borough Council, The Town Hall, King Edward Place, Burton upon Trent, DE14 2EB between the hours of 10am – 3pm. Appointments must be made before visiting by emailing [planningpolicy@eaststaffsbc.gov.uk](mailto:planningpolicy@eaststaffsbc.gov.uk) or by phone on 01283 508000.

**19. ESBC: Dog bag dispenser project**

ESBC has contacted all parish councils in its area as follows:

*As you may be aware, the Borough Council are undertaking a project, aimed at tackling the issue of dog fouling across the Borough.*

*Whilst our Community and Civil Enforcement Officers undertake various patrols and initiatives to tackle this issue, we are now looking at establishing a network of 'Dog Bag Dispenser' units across the Borough. Initially, these units will be dispersed around Borough Council land, located in areas where there have been higher incidences of dog fouling. These units will provide dog owners with the opportunity to collect a bag in order to pick up after their dog.*

*The purpose of writing to you directly, is to understand the appetite in your Parish for engaging with us in this initiative. We are aware a number of Parish Council's already undertake similar activity and our 'ask' is whilst the Borough Council will provide the unit, our Parish Council's would support by ensuring the units were replenished with the dog bags when required. As the number of units available is finite, we would kindly request if you are interested, you contact Carol Flannery, CCE Team Leader, at [community.civil\\_enforcement@eaststaffsbc.gov.uk](mailto:community.civil_enforcement@eaststaffsbc.gov.uk) by 30 September 2022. The email expression of interest should include details of the specific location(s) you feel a dog unit would be most beneficial (based on your experience of where dog fouling tends to take place). These requests will then be collated and a plan for implementation developed.*

The Clerk asked ESBC who supplied the bags, the cost of the bags and in what quantities they are supplied. ESBC responded saying that the bags are purchased from JRB Enterprises. The Clerk visited the company's website which gives a price of £25.15 plus VAT plus delivery for the Economy Dispenser Bag, 800 bags per case grouped in 50s.

**20. Smaller Authorities Audit Appointments (SAAA):**

**Option to opt out of the SAAA central external auditor appointment arrangements**

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors.

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via email to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### **Opting out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk).

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

**Recommendation** That the council does not opt-out of the SAAA central external auditor appointment arrangements.

## **21. Staffordshire County Council: Climate Change Fund**

Staffordshire County Council has committed to reducing the climate change impacts arising from its buildings and services and recognises the need to adapt to our changing climate. The importance of working with others to reduce the climate change impact across all of Staffordshire is a priority. This climate change action fund offers funding assistance to local communities to build resilience and reduce Staffordshire's contributions to climate change.

### **Who can apply**

The funding is open to properly constituted, not-for profit organisations, including charities, societies, voluntary and community groups, parish councils and schools. The County Council is not able to fund individuals.

### **What can be applied for**

There are four categories applicants can apply for funding under:

#### **Category 1 - Reducing carbon impact or adapting to our changing climate**

Examples include:

- Reducing energy demand, through:
  - Changing to more energy efficient appliances, LED lighting and lower carbon heating.
  - Reducing heat loss of buildings, for example improving insulation and reducing draughts.
  - Electric vehicle charging points accessible by communities.
  - Installing renewable technologies.
  - Awareness raising on what we all can do to make a difference for climate change
  - Reduction in water use including rainwater capture initiatives.
  - Projects which can help to reduce the impact of extreme weather such as heavy rain, drought, wind and extreme temperatures. For example:
    - Reducing the speed of runoff from hard surfaces
    - Tree planting and/or land use change to slow water flow along watercourses/floodplains
    - Providing temporary shade for buildings to reduce overheating in summer

#### **Category 2 - Improving air quality**

Examples include reducing pollution by encouraging alternatives to car use, such as walking and cycling initiatives.

#### **Category 3 – Natural environment**

Examples include tree, shrub or hedge planting (individual trees or shrubs can be funded up to £25 each).

#### **Category 4 - Reducing waste**

Examples include minimising waste creation, for example repair initiatives, waste reduction or encouraging on site composting.

### **How much can be applied for**

Projects can apply for £500 - £3,000 and must receive support from a County Councillor. Each Councillor can allocate up to £1,500 per project. You can approach more than one Councillor as long as the benefits can be realised across the divisional areas applied to.

There is no requirement for match funding. If an application requires additional funding to deliver the project this **must** be secured before applying.

### **How to apply**

To apply for funding, you must speak with the County Councillor/s you are seeking funding from and receive in principal support before submitting an application.

All County Councillors which have offered in principal support for the application must be listed on the application form and the amount each respective Councillor has offered in principle specified.

22. **NALC/SLCC Civility & Respect project**  
NALC and SLCC are inviting councils to sign up to the Civility & Respect Pledge (**Enclosure 7**).
23. **Rolleston Station: Cattle dock**  
To receive a verbal update.
24. **Proposed bus shelter, Church Road (opposite junction with Hall Road): Update (Enclosure 8)**

- 25. St Mary's Advent Festival 25 November – 28 November 2022**  
The council has been invited to participate in the Advent Festival by displaying a Christmas tree (artificial or real) decorated on the theme of "Jubilations". If the council wishes to participate in the Festival, a volunteer is asked to come forward to decorate the tree.
- 26. Correspondence**
- 26.1 Staffordshire Parish Councils Association**  
The weekly Bulletins have been circulated to all councillors.
- 26.2 Communications Log**  
The Communications Log has been regularly circulated to all councillors.
- 26.3 Police report**  
The latest report has been circulated via email to all councillors.
- 27. 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.
- 28. S106 Funds: Proposed extension to the Meadow View play area (LGA 1972, Schedule 12A, Part 1, para. 2 – Exempt information) (Enclosure 9)**
- 29. Quotations (Enclosure 10)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 11 July 2022 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)  
Councillors Appleby, Houston, E McManus, S McManus, Robson, Scott and Sharples

**In attendance**

Evie Hetherington, Youth Representative  
Mary Danby, Clerk  
John Widdowson and Stefanie White, Burton Albion Community Trust  
Six members of the public

**Burton 10K**

Stephanie White gave information regarding the Burton 10K which will take place on Sunday 09 October which will be a closed road 10K running event starting and finishing at the Pirelli Stadium. Ms White updated the council on their plans for road closures, environmental impact and their plans to communicate to residents and local services.

Councillor Stewart advised that BACT should liaise with Staffordshire Highways who would be undertaking reconstruction works on Station Road for 6-8 weeks from 19 September (planned start date).

**Public Forum**

The members of the public expressed their concerns regarding P/2019/00131.

**39. Apologies**

Councillors Badcock, Sanderson and Toon had tendered apologies for absence.

**40. Declarations of Interest and Dispensations**

None declared.

**41. Planning matters**

**41.2 Planning applications**

**Resolved** That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2019/00131	Land adjacent to 97 Station Road	Outline application for up to 18 dwellings including 10 affordable dwellings and details of access (UPDATED FLOOD RISK ASSESSMENT RECEIVED)
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> <li>▪ The site is outside the village settlement boundary.</li> <li>▪ The proposed development is not within the NDP.</li> <li>▪ The housing survey referred to in the application documentation originally proved a need, however this was pre-College Fields development. The housing need identified in the Rolleston on Dove Neighbourhood Development Plan has been met by the College Fields development.</li> <li>▪ ESBC is well above the 5 year housing numbers requirement stipulated by Government.</li> <li>▪ The site is on a flood plain and should not be built on.</li> <li>▪ As acknowledged in the revised Flood Risk Assessment (Executive Summary, page iii), Station Road properties will be at risk from flooding by fluvial and surface water which will go into existing storm drains which are already at capacity.</li> <li>▪ The proposed development is contrary to the Rolleston on Dove Neighbourhood Development Plan (Policies H1 (Housing development), D2 (Design of new development) and OS1 (Protection of views of local importance).</li> <li>▪ There will be a loss of privacy for neighbouring properties which will be overlooked by the proposed dwellings.</li> <li>▪ The Parish Council is considering taking advice from a planning consultant to review the application.</li> </ul>		

- The Ward Borough Councillor has been requested to call the application in for consideration / decision by the Planning Committee.

In view of these strong reasons for rejection, the significant local objections raised to us by residents and the difficulty of preparing responses due to lack of clear revision history in the Revised Flood Risk Assessment document and the planning application history, the Parish Council ask that this application be refused.

P/2021/01020	Land adjacent to 374a Tutbury Road	Outline application for the erection of up to 40 dwellings (28 first homes and 12 affordable rented) including details of access (REVISED DESCRIPTION)
The Parish Council supports the applicant's proposals to: a) Retain the majority of hedgerows and trees within the application site, and b) To extend the existing TRO for 30mph past the site access.		
P/2022/00476 No objection	Lodge Cottage 2 Brookside	Listed Building Consent for the installation of a new gas supply, boiler, flue and ground meter box
P/2022/00539	12 Marston Lane	Demolition of existing garage and erection of a single storey front extension and porch, two storey side extension and rear extension and flue pipe to side elevations Clarification sought: Does the proposal provide sufficient off street parking, as set out in ESBC's Parking Standards SPD?
P/2022/00644	3 Oak Trees Close	Retention of temporary single storey wetroom pod to the rear of the property for use by disabled adult Comment: No objection on the condition that the temporary wetroom pod is removed when no longer required.
P/2022/00651 No objection	2 Beacon Drive	Erection of a single storey rear extension
P/2022/00657 No objection	93 Hall Road	Proposed single storey side extension
P/2022/00662	7 Meadow Fields	Loft conversion with front pitched roof dormer windows and rear roof windows Clarification sought: Does the proposal provide sufficient off street parking, as set out in ESBC's Parking Standards SPD?
P/2022/00787	Dean Cottage 4 Brookside	Felling of 1 Weeping Silver Birch tree, 1 Walnut tree and 1 Scots Pine tree
No objection, it was noted that the applicant will plant suitable replacement trees		

#### 42. Minutes

**Resolved** That the Minutes of the meeting held on 13 June 2022 be approved and signed as a true record.

**43. Matters arising**

**Minute No. 29.8, third bullet point re Footpath 14**

Councillor Stewart reported that the landowners were not adverse to some improvements on the site and they had requested a meeting with one or two councillors and the council's contractor.

**44. County Councillor's report**

Councillor White had advised that Station Road would be resurfaced and the work would take 6-8 weeks to complete, starting on 19 September. The Highways team would also move the Dovecliff Road build-out whilst they were in the village. He also expressed concern about the flood risk arising from the development on land adjacent to 97 Station Road and said that Staffordshire Highways had not been consulted on the proposed plateau.

**45. Borough Councillor's report**

Councillor Toon had advised that the spread of Covid was of concern; ESBC were waiting to see if funding will be cut following the Prime Minister developments following Boris Johnson MP's resignation.

**46. Parish Councillors' reports**

46.1 Councillor Houston referred to Health and Safety issues arising from the handling of materials brought on HGV vehicles to the former Rolleston Service Station site and that he would personally raise his concerns with the Health and Safety Executive.

46.2 Councillor Appleby said that the bird deterrent spikes on the Elizabeth Avenue swings frame had been removed. The council felt that the expense in replacing the spikes on a regular basis could not be justified, however the contractor may have a cheaper solution by using cable ties and he was to be asked to trial this method.

He noted that stone filled gabions had been put into the water at Brook Hollows.

46.3 Councillor Sharples reported that she had recently undertaken the Councillor Fundamentals training session. She also reported that the Youth Representative had joined her on her recent inspection walk of her Area of Responsibility.

46.4 Councillor E McManus reported that a For Sale board had appeared at the junction of Shotwood Close/Church Road – the Clerk will write to the Estate Agents and ask that the board be removed as soon as possible.

46.5 Councillor S McManus noted that the Cricket Club had secured sponsorship from Bellway Homes.

46.6 Councillor Stewart reported that:

- Councillor Badcock had circulated information about the extension to the solar farm park proposal, Tutbury. **Agreed** that the information be noted.
- She had been given some Foxgloves which would be planted on the Jinny Trail and Tafflands.
- All the successful compost bin applicants had been contacted and bins were being collected by them.
- Councillor Sanderson had met with the contractors about the proposed bus shelter on Church Road, opposite the Hall Road junction. Permits were in the process of being sought and information had been sent to County Councillor White and he would liaise with County Officers about any arrangements that may be necessary during the construction works.
- The Amey Site Manager had contacted the council asking for permission to use the Craythorne Road playing field car park as a temporary compound during the Station Road resurfacing works. The council agreed to the request in principle and the Chair was authorised to liaise with the Site Manager on what could be offered in recompense to the village for the free use of the car park.

**47. Financial Matters**  
**47.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: 32 No. compost bins	BACS	606.99	101.16
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
David Ogilvie Engineering Ltd	1 No. Queen's Platinum Jubilee seat	BACS	1,412.40	235.40
Sign Craft	2 No. warning signs for the Jinny Trail	BACS	168.00	28.00
Staffordshire Parish Councils' Association	Councillor Fundamentals training fee (1 delegate)	BACS	30.00	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
Clerk	Salary and expenses	BACS	1,184.51	0.00
J Deacon	Environmental Contract £1,058.64 Lock/unlock Craythorne barrier £180.00 Install Queen's Platinum Jubilee bench on The Croft £420.00	BACS	1,658.64	276.44
Hardy Signs Ltd	Byelaws signs	BACS	73.20	12.20
ESBC	Bin emptying (2 <sup>nd</sup> qtr)	BACS	1223.08	203.85
Viking	Postage stamps £95.00, delivery £3.48	BACS	98.48	0.58
P Gould	Jinny Trail: Spray weedkiller on both sides of the path	BACS	95.00	0.00
O2	Council mobile	DD	18.35	3.06
<b>TOTALS</b>			<b>7,745.71</b>	<b>861.69</b>

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

**47.2 Bank reconciliation at 30 June 2022**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	<b>PLUS</b> Income	56,650.70	1,310.87	57,961.57
	<b>LESS</b> Expenditure	21,578.70	-	21,578.70
30 June 2022	Bank Statement	<b>43,646.16</b>	<b>102,009.09</b>	<b>145,655.25</b>

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

**47.3 Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 30 June 2022 were:

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 30/06/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	0.00	50,000.00
Play areas	3,642.00	0.00	3,642.00
Andy Starbuck seat	351.00	(351.00)	0.00
s106 College Fields	0.00	11,753.25	11,753.25
<b>Total</b>	<b>57,104.39</b>	<b>11,098.25</b>	<b>68,202.64</b>

**48. Actual income/expenditure to 30 June 2022**

**Resolved** That the report be noted.

**49. Correspondence**

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

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

**49.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**49.3 Rolleston Civic Trust: Request for permission to use RPC land for a car boot sale**

The Trust were looking to hold a car boot sale in the village at the end of the summer. They were looking to hold it somewhere local to the village and were looking for the support of the Parish Council. They suggested that the locations that would lend themselves to hosting the event would be either the Elizabeth Avenue play area, The Croft or the Craythorne Road football pitches.

**Resolved** That the Rolleston Civic Trust be permitted to hold a Car Boot sale on the Elizabeth Avenue playing field.

**49.4 Police report**

The June statistics report had been circulated to all councillors.

**49.5 Staffordshire County Council:  
TR12/22 Dovecliff Road, Rolleston on Dove**

The council had been invited to comment on the above permanent Traffic Regulation Order for a new traffic calming feature (buildout) along the southern footway on Dovecliff Road to start at the end of the existing keep clear marking across the access to property no.42 and extend by approximately 4.4m in a westerly direction.

**Agreed** That the council did not wish to comment on the above Traffic Regulation Order.

**49.6 Staffordshire County Council: Craythorne Road car park – replacement railings project**

Staffordshire County Council had forwarded the supplier's revised quotation for the supply only of the materials to replace the railings between the car park and the playing field. The revised quotation was £10,575.68 plus VAT (the original quotation was £11,393.25 plus VAT). A 16 week lead time for delivery had been advised. The Clerk liaised with the Chair and Vice Chair and authority was given for the order to be placed (the order was placed on 07 July) – the council was requested to retrospectively approve this action.

As previously agreed, Staffordshire County Council will remove the existing railings and install the new railings free of charge in recognition of their being given permission to use the car park for a temporary compound during the Beacon Road works.

**Resolved** That the placing of the order for the supply only of materials for the replacement railings project, as set out above, be retrospectively approved.

**50. 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.

The Youth Representative left the meeting.

**51. S106 Funds: Proposed extension to the existing Meadow View play area (LGA 1972, Schedule 12A, Part 1, para. 2 – Exempt information)**

The Chair opened the discussion by reminding the council that this proposal was for an extension to an existing play area offering inclusive equipment for children aged 2-10 years; that the s106 funds are given to the village to be spent in the vicinity of the development and that the council had looked at its existing play equipment to enhance the facility.

The council considered a report which detailed that:

1. ESBC had confirmed that planning permission will be required to extend the existing play area.
2. References for Playdale Playgrounds had been received.
3. The public consultation period had run from 21 June – 05 July. Councillors noted that the consultation information published on the council's website and Facebook page had been viewed by well over 1500 people. The information had also been shared and it had been publicised through numerous village organisations and displayed on the village noticeboards. The full text of a total of 20 responses and one query had been received and were considered by Councillors (six emails, 14 comments on Facebook and one telephone query) and Councillors considered the following (summarised) comments:
  - a) **The proposed extension will see an increase in parking**  
Response: The proposed extension is aimed at providing inclusive play equipment for children aged 2-10 years, it is not thought that this would result in significant parking on Meadow View.
  - b) **Could the existing play areas on Forest School Street and Garrick Square be extended/refurbished instead of extending the Meadow View play area?**  
Response: These two play areas are owned and maintained by ESBC, not the Parish Council.
  - c) **Could the footpaths to access Meadow View from Forest School Street/College Fields be linked up and drainage improved to prevent it getting muddy?**  
Response: This could be considered as a potential future project.
  - d) **Has there been requests for the play area to be extended?**  
Response: The council is aware that younger children's needs are not met by the existing play area and none of the existing equipment is inclusive.
  - e) **The current play area needs redesigning and younger children are not catered for.**  
Response: See response to (d) above.
  - f) **Would it not be better to extend the play area next to the Bellway site? The proposal could see an increase in road traffic; is it good use of s106 money when there are already three play areas within 100m of each other; have other areas of Rolleston been considered for more worthwhile projects (cited the Tutbury s106 scheme); the proposal would significantly reduce "The Meadow View".**  
Response: See responses to (a) and (b) above and (g) below. The council does not believe that the proposal would adversely impinge on the general view of the Open Space.

- g) **We propose that this is carried out closer to the Bellway development, on it itself or on a current playground not overlooked by residents. This will disrupt our peace and enjoyment of our property and also likely the saleability of the same. The proposed bright rainbow colours are not in keeping with the village.**

Response: The s106 Agreement states that the funds must be used within the vicinity of the Bellway development; the provision of three pieces of play equipment will not adversely affect residents or their properties; the colour scheme mirrors that of the existing play area.

**Resolved** That well over 1500 people had viewed the public consultation and, having considered the comments received, there were not enough negative responses to prevent the Parish Council proceeding with the scheme; that Playdale Playgrounds quotation in the sum of £44,465.42 be accepted subject to planning permission being given and that Playdale Playgrounds be requested to complete and submit the planning application on the council's behalf.

**The above resolution was agreed unanimously.**

The meeting closed at 9.15pm

Signed .....

Date .....

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL**  
**RECEIPTS AND PAYMENTS TO 31 AUGUST 2022**

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	Actual to 31/08/22 £
<b>100</b>	<b>Income</b>			
1076	Precept	73,100	87,700	43,850
1090	Interest Received	6	6	7
1100	Grants & Donations Received	41,060	-	200
1110	Council Tax Support Grant	1,665	1,665	832
1200	Garden rents	125	125	125
1220	Allotment rents	10	15	20
1250	Football pitch fees	290	200	50
1270	SCC: Annual grass cutting	4,837	3,628	3,700
1999	Other income	634	-	129
	<b>Income</b>	<b>121,727</b>	<b>93,339</b>	<b>48,913</b>

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	Actual to 31/08/22 £
<b>200</b>	<b>Administration</b>			
4000	Staff salary	17,503	17,150	6,578
4020	Employer's National Insurance	1,195	1,090	303
4030	Payroll Services	90	90	-
4050	Use of Home as Office	178	178	74
4100	Insurance	1,106	1,106	1,141
4110	Audit Fees	472	500	543
4120	Photocopier: Rental/Maint.	378	378	189
4121	Photocopier: Copy charge	485	600	162
4125	Stationery	158	200	135
4127	Village Directory	58	150	-
4130	Postage	360	400	317
4140	Council mobile	158	175	76
4150	Subscriptions	537	600	547
4160	Training	510	500	30
4180	Room hire	185	340	140
4190	Mileage expenses	243	250	47
4195	Parking fees	5	9	2
4200	Play areas	7,000	10,000	181
4205	Craythorne barrier: Lock/unlock	530	1,825	765
4210	RPC Website	137	100	25
4211	Village website	46	45	23
4220	IT/Software	258	300	271
4230	s.137 Expenditure	67	100	-
4240	Mowing contract	13,898	17,000	6,485
4250	Bin emptying	3,886	4,000	2,038
4260	Trees	3,722	4,000	1,330
4265	Plants for planters	625	750	400
4270	Environmental contract	12,827	15,000	5,157
4300	Projects	-	10,000	-
4320	Capital expenditure	591	800	-
4330	Other administration	1,491	2,000	1,534
4999	Contingency	4,227	5,000	2,181
	<b>Expenditure</b>	<b>72,926</b>	<b>94,636</b>	<b>30,979</b>
	<b>TOTAL EXPENDITURE</b>	<b>72,926</b>	<b>94,636</b>	<b>30,979</b>
	<b>TOTAL INCOME</b>	<b>121,727</b>	<b>93,339</b>	<b>48,913</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>48,801</b>	<b>- 1,297</b>	<b>17,934</b>

**Earmarked Reserves (EMRs)**

Coding	Description	Opening funds 01/04/2022 £	Movement in funds to date £	Funds as at 31/08/22 £
320	Environmental improvements	3,111	-304	2,807
322	Brook Hollows	50,000	0	50,000
325	Play Areas	3,642	0	3,642
326	Andy Starbuck seat	351	-351	-
327	s106 College Fields	-	11,753	11,753
	<b>TOTAL</b>	<b>57,104</b>	<b>11,098</b>	<b>68,202</b>

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### ROLLESTON ON DOVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

11/04/22

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNED REQUIRED

Clerk

SIGNED REQUIRED

www.rollestonondovepc.co.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

### ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	67,163	74,576	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	68,300	73,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	16,270	56,177	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	14,227	18,698	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	62,930	75,883	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	74,576	109,272	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	74,576	109,272	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	143,938	146,934	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED  
M Danby

Date

02/04/2022

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

11/04/22

as recorded in minute reference:

MIN 219.2 REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

**Rolleston-on-Dove Parish Council**

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

Not applicable.

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

Not applicable.

External Auditor Name

**Mazars LLP, Newcastle, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**16 August 2022**

**Rolleston on Dove Parish Council**  
**27 September 2022**

**Agenda item no. 13**  
**Sport England funds: Update**

Update on Sports England Progression of actions and current status:

To summarise, the current position after sourcing quotations and establishing requirements is:

- Neither a brick built nor a modular option is possible within the current funding of £171,841 (expiry date: 04 February 2027)
- There is a significant shortfall which would require serious fundraising / grants, etc.
- It is clear that the project would need a construction project manager overview for its duration given the complexity of the project
- It will require detailed plans to ensure it meets the minimum standards and access requirements
- It will then have to go through the planning process to gain permission from ESBC
- This still leaves the issue of the poor drainage of the field which is unusable for around six months of the year
- It is noted that bookings for the football pitches are dropping off as it does not have appropriate facilities provision

RPC needs to discuss and decide if this project is possible to deliver given these investigations and above summation:

If YES

- How will the funding gap be resolved in the timescales?
- How will the project be delivered?

If NO

- Does RPC wish to discuss a variation of the fund (if possible) for the village?
- If so, how do we move this forward and communicate to residents?
- Or does RPC wish to return the monies?

On behalf of RPC, I would like to thank Rolleston Football Club for the considerable time they have spent exploring costing options and models which they have presented to us.

**Details for reference**

**Exploration of costing for brick built**

- Quotes are coming in at circa £1,650 - £2,000 per sq. m which for minimum size 20m x 10m is circa £250,000
- Minimum Sport England requirements and layouts for changing rooms and access requirements have to be met
- Add to this services, plans / specification, planning permission, oversight of project delivery
- No builder will commit to these fully in the current climate and the smaller builders seem not interested
- These costs per sq. m most likely will increase

### **Exploration of costing for modular**

- Circa £205,000 with services not exceeding 5m from the building)
- Minimum Sport England requirements and layouts for changing rooms and access requirements have to be met
- Add to this any plans / specification, planning permission, oversight of project delivery

### **Storage facility (shipping container)**

- ESBC have advised this could not be paid for out of the Sport England monies
- RFC have advised they can fund and have delivered a shipping container for storage usage only
- This will require planning permission, etc (see below)

### **Funding Options**

- Bellway have advised that they are more than happy to donate £500 towards the changing facility if we're looking to raise funds, but they would not be able to help technically or in any other way with the project as this is something that they would contract out given that they are house builders.
- The FA has a funding programme but only for specific areas which regrettably does not include East Staffordshire.
- Recent searches for potential funding did not reveal any likely funding sources. The SPCA were asked if they are aware of any potential funders we can approach but they were only able to suggest the funders already searched.

### **Planning Requirements**

- Confirmed with ESBC that planning permission is required for brick built or modular options and their classification as temporary or permanent structures depends on location, structure, intended use, appearance, etc.
- The modular changing rooms would more than likely be classed as permanent.
- The shipping container may differ to the changing room and a requirement may be that it would also need to be cladded.

### **Insurance**

RPC's insurers advised that they can certainly look to include cover for a building and shipping container within our policy. In order to provide a cost indication they asked for confirmation of the address and the following details:

- Information about the construction of the building and shipping container
- Information about the security you will be looking to install around / at the building and shipping container
- What will be stored within the shipping container and what will the total value be?

### **Removal of current green storage portacabin**

- RPC have confirmed with SCC (which is agreed with RFC) that SCC will remove this, tidy the area of vegetation / prune trees, etc and then stone the surface level as compensation for use of the car park

Councillor Clare Stewart  
Chair, Rolleston on Dove Parish Council

Rospa Report Findings by Area	Finding	Priority	ROSPA action suggested	PC proposed action	Cost
Craythorne Playing Fields	Entrance - stile wood decayed	Low (6)	Check and replace if required	Will be replaced with a K gate as part of Amey Works Day	
Craythorne Playing Fields	Goals - near entrance loose in ground	Low (4)	Reset	Meet JDeacon to inspect and advise back and move to quotation if required	
Craythorne Playing Fields	Goals - Paintwork is poor	Low (4)	descale back to base and repaint with lead free paint - repairs may be needed where corrosion is bad	Meet JDeacon to inspect and advise back and move to quotation if required	
Craythorne Playing Fields	Goals - Grass Surface is wearing	Low (4)	Repair	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Gate - (Rainbow colour) - surface trip points	Low (6)	Make these level to avoid trips	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Swing Mixed Bay - seat damaged and eye bolt needs replacing	Medium (7)	Monitor and replace when hard surface is exposed	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Swing Mixed Bay - some chain wear	Medium (7)	Monitor and replace before 40% wear	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Swing Mixed Bay - floor surface has holes	Low (5)	Repair	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Swing Mixed Bay - Damaged Support	Low (3)	Monitor	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Swing Mixed Bay - Distance between side seat and support not sufficient	Low (3)	No requirement to make change as before current legislation	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Skate Ramp with grind rails - tarmac raised	Medium (8)	Modify surface	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Skate Grind Rails - spacing and falling issues	Low (4)	no practical action identified for issues found	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Skate Quarter pipe ramp - surface	Medium (12)	Coat driveway and quarter pipe steel surfacing with anti slip paint	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Skate Quarter pipe ramp - transition between ground and unit excessive	Medium (12)	Modify	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Skate Quarter pipe ramp - barriers not safe distance	Low (4)	tighten bolts and further work may be needed	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Climber Frame - surface	Low (3)	Repair surface	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Basket Ball - post cap is missing	Low (3)	Replace	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Basket ball - post signage	Low (4)	Needs warning notice about jewellery and climbing	same as last year	
Elizabeth Avenue	Slide - welds cracked	Medium (8)	Repair	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Slide - in poor condition and reaching end of life	Low (4)	replacement programme needed	PC to consider	
Elizabeth Avenue	Slide - barrier spacing is not right distance	Low (3)	No action possible	PC to consider	
Elizabeth Avenue	Goal post - nets damaged	Low (3)	Replace nets	Meet JDeacon to inspect and advise back and move to quotation if required	
Elizabeth Avenue	Multiplay - paint work in poor condition	Low (6)	descale back to base and repaint with lead free paint - repairs may be needed where corrosion is bad	Meet JDeacon to inspect and advise back and move to quotation if required	
Meadow View	Surface - Tiles cracked	Medium (8)	Gaps in tile surface	Part of S106 project	
Meadow View	Signage - replace	Low (6)	Dog Ban and ownership signs recommended	same as last year - we already have signage	
Meadow View	Climbing Frame - Cracked welds	Medium (8)	Repair	Meet JDeacon to inspect and advise back and move to quotation if required	
Meadow View	Climbing Frame - Bolts Loose	Low (4)	Tighten bolts	Meet JDeacon to inspect and advise back and move to quotation if required	
Meadow View	Swings - Wear in the bushes	Low (4)	Remove shackle bolt , check bush and pin wear - replace if necessary	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Cable Way(Zip wire) - check cables as annual maintenance 0 generic	Medium (8)	Inspect annually	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Cable Way(Zip wire) - Decayed timber	Medium (12)	Monitor and plan to replace but not with timber set directly into ground	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Cable Way (Zip wire) - cable guards missing	Low (4)	Replace	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Cable Way(Zip wire) - surface repair needed	Medium (12)	Repair	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Low Den - timber is decayed	Low (6)	Replace affected parts	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Suspended balance beam - chain locked connectors notched	Medium (8)	Replace worn parts	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Suspended balance beam - ends need padding	Medium (8)	Add pads	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Swing - unable to inspect as too high - inspect as generic risk	Medium (10)	Inspect annually	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Swing - decaying timber and supports	Low (5)	Inspect regularly	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Roller balance beam - timber is decayed	Low (7)	Replace affected parts	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Lounging bar - timber is decayed	Medium (8)	Replace	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Play House - timber is decayed	Low (3)	Check on regular basis	Meet JDeacon to inspect and advise back and move to quotation if required	
Tafflands	Litter bin - covers decayed	Low (3)	Replace	Change to metal bins after fire issue - quotes needed	

## **Spread Eagle Island**

### **Progress Report**

#### **FAO Rolleston Parish Council – August 2022**

It is now approximately 10 years since the re-designing and landscaping of the Spread Eagle Island. In that time we have seen the area becoming more established with improvement year on year. From comments extended to us when working on the island it would seem to be a much appreciated focal point of the village.

During the early years, as you know, the watering aspect of the area was somewhat difficult. We much appreciated the arrival of the water butt followed recently by a second one. We are also very thankful for the assistance of Mr John Deacon by filling the water butts in times of need.

This brings us on to the reasons behind this short update of the island. At its inception the design took into account the conditions both on the island and in the weather. It has become obvious to most people that our climate and seasons are changing, resulting in a far hotter and drier environment. As a consequence of this several of the plants originally used struggle to survive, resulting in sub-standard displays. We have therefore decided that we need to re-think part, but not all, of the planting scheme and to introduce plants which are better equipped to deal with the heat and lack of rain which we are now regularly experiencing.

#### **Action**

The planned changes would take approximately 9 – 12 months to complete, beginning in autumn 2022. The length of time is in order to keep costs to a minimum.

#### **Area 1**

##### **Brookside point towards the edge of the grassed area including the Cedar.**

The area under the tree is virtually impossible to improve due to the extremely dry conditions primarily due to the roots of the tree. Initially this area enjoyed more shade but since the removal of the lower branches of the Cedar the ground has become even more parched. However the autumn and spring Cyclamen seem to thrive and give a fine display. The planting at the point is also surviving fairly well by using Bergenia in a large swathe and also Liriope both of which cope with a drier situation. The only planned change to this area is to remove the Epimedium and the Anemone Sylvestris to the area under the Acer. These are not thriving in their current position in part due to the conditions changing after the raising of the tree canopy since the initial planting.

#### **Area 2**

##### **Tutbury end of the island and rear of the bus stop including the Acer**

This area is generally in a much better position and is able to sustain a wealth of shrubs, roses, trees and under planting. The crab apple tree is particularly attractive especially when in fruit. No changes would be needed here.

We are however concerned as to the wellbeing of the Acer to the rear of the bus stop – a wonderful display of colour particularly in the autumn months. However due to the heatwave in July this has

suffered greatly and we are keeping a watch on its condition. We won't know its fate until the spring.

### **Area 3**

#### **Border facing the main road – from the anvil to the bus stop**

This is the area of most concern and is the bed which would most benefit from a change of planting. The initial action would be the removal in the autumn of all the existing herbaceous planting that is struggling – mainly Japanese Anemone, Poppies, Hemerocallis and Crocosmia . Most of these could be lifted, potted up and in the spring / summer could be sold to the public as in a previous year, thus generating a small income to buy spring bulbs, fertilizer and compost ready for Autumn 2023.

We would reposition the Stipa (grasses) and Eryngium within the same bed in the coming spring.

We are currently propagating a new selection of plants from seed and cuttings. This will reduce the costs by home cultivation. To purchase mature plants would be cost prohibitive. There will be a small expense incurred for some seed and compost. We would benefit from the purchase of the compost as soon as possible this would amount to four bags of multipurpose compost.

The new planting would be in a matrix pattern and carried out in early spring 2023. As with the previous planting the new design will provide a succession of interest.

We trust this planned enhancement for Spread Eagle Island meets with the Parish Council's approval and hope that you will be able to fund the purchase of the seed and compost in partnership with Rolleston Civic Trust in time for this coming autumn.

We are aiming to attend the Parish Council meeting in September in order to answer any questions or queries members may have.

Karin Kay & Janet Sanderson

**Civility and Respect Pledge suggested agenda item:**

**'To pass a resolution to sign up to the civility and respect pledge'**

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

<b>Statement</b>	<b>Tick to agree</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

**Rolleston on Dove Parish Council  
27 September 2022**

**Agenda item no. 24**

**Proposed bus shelter, Church Road (opposite junction with Hall Road): Update**

After a prolonged delay, Staffordshire Highways have stated that they are happy with the above location and that it does not affect any visibility splays, driveway or utility apparatus.

Staffordshire Highways were happy to offer the Parish Council a Section 115E Licence of Consent for a Structure on the Highway provided that the Parish Council were able to confirm that:

- It was prepared to install the bus shelter, maintain it whilst it is on the Highway and insure the bus shelter, indemnifying the County Council that it will not be liable for any claims should it be damaged.
- It had sought advice from ESBC and could confirm that planning permission was not required

The Clerk was able to give the assurances sought by Staffordshire Highways; the Section 115E Licence was issued and the Chair and Vice Chair gave the Clerk authority to sign the S115E Licence on the council's behalf.

The two contractors have now been asked to make their respective applications to the County Council for (a) the Permit to Dig and (b) the Section 50 Licence as soon as possible.

A further update will be provided when the contractors confirm that their applications have been approved together with start dates for (a) construction of the base and (b) the bus shelter construction.