



Rolleston on Dove Parish Council

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

05 December 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 **Monday 12 December 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.

Tutbury Practice Patient Forum

John Bridges, Chair of the Tutbury Practice Patient Forum will inform councillors on the Practice.

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

Application No.	Location	Proposal
P/2022/01158	The East Lodge Hall Grounds	Demolition of existing extension, garage and garden structures along with lowering of land levels to facilitate a single storey extension and part single part two storey garage and car port with storage and accommodation below including extension of and increase in height of boundary wall to Church Road. Erection of retaining walls and formation of a vehicular access & erection of 1.9m high gates

P/2022/01163	The East Lodge Hall Grounds	Listed Building Consent for the demolition of existing extension, garage and garden structures along with lowering of land levels to facilitate a single storey side extension including extension of and increase in height of boundary wall to Church Road and erection of retaining walls. Internal alterations comprising of demolition of existing partitions, chimney breast and stairs, installation of new staircase and partition walls, repair to existing chimney walls, floors and ceilings
P/2022/01312	30 Church Road	Felling of Twisted Willow tree
P/2022/01332	4 Station Road	Remodelling of dwelling to include raising of ridge height to facilitate additional living accommodation, part one and a half storey and single storey side and rear extension, including front and rear dormers, front canopy, Juliette balcony to side and alterations to existing access
TPO 24 and 442	South Hill	Revocation of TPO 24 following updated mapping system; new TPO 442 relating to various trees at land at South Hill

4. To consider the Minutes of the meeting held on 14 November 2022 (Enclosure 1)

**5. Matters arising from the previous meeting
Minute No. 112 Village Directory 2023**

Rolleston Civic Trust have advised that it would be problematic to include the Directory within the Rollestonian. They said that the Rollestonian only has a finite number of pages, if they exceed that limit they would need a stronger, more expensive publication. They said that it would also mean that less space would be available for other village organisations and the Editor finds it difficult to include everything as it stands.

The Parish Council is requested to indicate if it wishes to publish the updated Directory and, if in the affirmative, if it should be prepared in house or printed by the external printer (costs provided with the previous Agenda).

6. County Councillor's report

7. Borough Councillor's report

8. Parish Councillors' reports

9. Youth Representatives' reports

10. Financial matters

10.1 Schedule of payments as at 05 December 2022

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Planning Application fee (Meadow View play area)	BACS (paid 28/11/22)	263.20	5.37
Hilton Main Construction Ltd	Craythorne Road playing field – fencing: Railings and posts	BACS	12,690.82	2,115.14
b3 architectural	Drawings to accompany Meadow View play area planning application	BACS	1,417.15	0.00
The Croft Christmas Trees	Christmas tree (installed at the Almshouses)	BACS	145.00	0.00
RBL – Poppy Appeal	Remembrance wreath	BACS	20.00	0.00
P Gould	Mowing contract	BACS	1,171.07	0.00
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
HMRC	NI/PAYE: 3 rd quarter 2022/23	BACS	1,460.98	0.00
Clerk	Salary and expenses	BACS	1,920.66	0.00
		TOTAL	19,094.87	2,121.51

10.2 Bank reconciliation as at 30 November 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	PLUS Income	105,449.81	4,407.53	109,857.34
	LESS Expenditure	66,841.02	-	66,841.02
30 November 2022	Bank Statement	47,182.95	105,105.75	152,288.70

10.3 Earmarked Reserves as at 30 November 2022

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 30/11/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	(17,393.24)	32,606.76
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
Total	57,104.39	6,294.99	50,809.40

11. Receipts/payments to 30 November 2022 and draft 2023/24 budget (Enclosure 2)

12. Review the Parish Council's Risk Assessment (Enclosure 3)

13. CPRE Staffordshire: Invitation to parish councils to join CPRE (Enclosure 4)

14. Correspondence

14.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

14.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

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

Present

Councillor Stewart (in the Chair)

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

In attendance

Evie Hetherington and Emily Fenn, Youth Representatives

Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting

98. Apologies

None, all Councillors were present.

99. Declarations of Interest and Dispensations

Councillor Robson declared a non-pecuniary interest in Planning Applications No. P/2022/01151 as the property adjoins his property.

100. Planning matters

100.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2022/00506	Burton Road Farm Burton Road Tutbury	Retention of barn for the storage of a steam roller
No objection		
P/2022/01052	Dale Cottages 10 Dovecliff Road	Installation of pitched tiles roof to front bay window
No objection		
P/2022/01151	Grey Gable Hall Grounds	Erection of a part first floor part two storey front, side and rear extension
No objection		
P/2022/01161	The Old Dairy	Erection of a single storey front extension and open porch, installation of doors to the front and rear elevation, installation of additional roof light on rear elevation
No objection		
P/2022/01225	Moseley Mews Cottage Moseley Mews	Felling of one Field Maple (T2)
Query: Why does the Field Maple (T2) need to be felled? No reason or explanation is given on the application form.		

P/2022/01228	4 Wren Cottage Knowles Hill	Crown lift by 3m and prune back from telephone wire by 0.5m to one Sweet Chestnut tree (T1), crown reduce by 30% and remove branch growing over greenhouse to one Black Walnut tree (T2), crown lift by 5m to one Redwood tree (T3)
No objection		
P/2022/01229	11 Highbank Church Road	Crown lift to 2m and tidy up post pruning stubs and prune back from garage by 1.5m to one Yew tree, crown lift to 3m and prune back from garage by 1.5m to one Yew tree, crown clean/deadwood and remove limb that grows over/on the telephone wire and drive to one Oak tree, remove damaged hanging branch to one Pine tree (W19 and 234 of TPO No 1)
No objection		
P/2022/01238	Rosemary Cottage Rolleston Road	Demolition of existing conservatory and detached garage, erection of a single storey rear and side extension and detached garage
No objection		
P/2022/01241	Moseley Mews Cottage Moseley Mews	Reduce crown of one Sile Birch tree by approximately 25% (TPO No 1)
No objection		
P/2022/01251	Adj to 31 Burnside	Erection of a detached dwelling and construction of vehicular access
Comment: Query as to the highway safety of the proposed vehicular access onto Elizabeth Avenue		
P/2022/01259	Lodge Cottage 2 Brookside	Listed Building Consent for the installation of a new gas supply, boiler, flue and ground meter box (Revised Scheme)
No objection		

101. Minutes

Resolved That the Minutes of the meeting held on 10 October 2022 be approved and signed as a true record.

102. Matters arising

Minute No. 85 re Minute No. 60.4 (First bullet point re meeting with ESBC)

Councillor Stewart, accompanied by Councillors Appleby and Sanderson had met with Naomi Perry and Barbara Toy. The ESBC Officers covered general planning matters, adding that the Parish Council can put questions to them by email or telephone before it responds to applications. Councillors queried why the Parish Council does not receive all planning decision notices – the Officers agreed to look into this and respond via email in due course. It was noted that Officers have discussions with applicants to ensure applications are prepared as well as possible.

Minute No. 88.1 (Station Road bus shelter)

The contractor cannot check this during the current road works but he will do so as soon as access is possible to the bus shelter.

Minute No. 74 (Cattle Dock)

Clive Baker had provided the contact details for the structural engineers who had advised on the Scout HQ project, the company would be contacted to ask if they would visit the site and quote to undertake a full inspection and provide a specification for the repair works to the facing wall.

103. County Councillor's report

Councillor White had reported that one section of footway is to be replaced, the kerb works are continuing and the drain at Netherfield Grange/Station Road will be repaired by Severn Trent.

104. Borough Councillor's report

Councillor Toon said that the Market Hall survey was continuing and repairs to the roof are being considered. Concern remains about the future of the National Brewery Centre artefacts.

105. Parish Councillors' reports

105.1 Councillor Toon reported that leaves on pavements around the village are very slippery when wet and need to be removed. **Agreed** that ESBC be requested to clear the pavements around the village as soon as possible.

105.2 Councillor E McManus reported that Ivy is growing through the Rolleston Road bus shelter and needs to be removed. **Agreed** that the contractor be asked to check the bus shelter to confirm that it is in a safe condition and remove the Ivy where possible.

105.3 Councillor Houston said that the bollards on the Dovecliff Road build-out were difficult to see on the approach from Stretton. **Agreed** that this issue be raised with the County Councillor.

105.4 Councillor Robson reported that the gate barrier between the Rolleston and Stretton sections of the Jinny (i.e. in the middle of the trail) is very muddy and bark chippings need to be put there. **Agreed** that this would be done.

105.5 Councillor Sanderson reported that there had been a problem on Dodslow Avenue where the pavement is uneven and had caused a resident to fall. He had raised this with Trent & Dove Housing and they had repaired the pavement.

He reported that a resident is prepared to remove all the leaves from the gutters opposite Rolleston Club and he had asked that the Parish Council provide him with a Hi Vis vest for health and safety purposes during this work. **Agreed** that the request be declined as the Parish Council is not responsible for the gutters.

105.6 Councillor Sharples reported that Angie Gillespie had organised a much enjoyed Bonfire event for the Almshouses residents and she asked that a letter be sent to her thanking her for organising this community event.

She added that everyone who attended the Brook Hollows clean-up event had been provided with a small drink by the shop.

105.7 Councillor Badcock reported:

- That he had been contacted by email on the weekend of 22 October by a resident regarding flooding at the bottom of Anslow Lane, he had forwarded the email to County Councillor White

Councillor White responded saying that he had visited the site with an Inspector and they had found that the gully lids at the entrance to Anslow Lane were covered with leaves which had blocked them. The gully lids on Knowles Hill were clear of leaves. Given the Knowles Hill side had drained effectively the previous day but the Anslow Lane side did not, he said that this indicated that the issue was with leaves. He and the Inspector cleared the leaves and confirmed that the interiors of the gullies were clear so there should not be an issue with drainage if there was further heavy rain.

Councillor Badcock asked that an email be sent to Councillor White thanking him dealing with this issue so quickly.

- That dredging of the Brook Hollows lake was progressing, funding was available for this work and the Officer had liaised with adjoining landowners for the silt to be put there in February or October 2023 at the latest. If this is not possible the TTTV money will run out. He asked that an email be sent to the TTTV Project Manager expressing the Parish Council's appreciation for the work she is doing on this project.

105.8 Councillor Appleby reported that:

- He had reported the Anslow Lane grit box to the County Council.
- He had yet to receive an update from the PCSO on when the speed gun would be available for use on Anslow Lane.
- He asked why the verges on Anslow Lane – Tutbury Road Rural were not litter picked. Councillor Stewart confirmed that this was not done as this was not included in the Environmental Contract.
- Athelstan Way bus stop – litter: He asked that ESBC be requested to install a litter bin at this location.
- The building materials had yet to be removed from the Craythorne Small Animals and Therapy Centre.
- ESBC were to issue a Notice on the owner of the former Craythorne Golf Club to remove the rubbish dumped there.

105.9 Councillor Stewart reported that:

- A new Village map will be installed soon on the external wall of the Spread Eagle Inn.
- She would be meeting with a tree surgeon on the Jinny Trail on 18 November and invited other Councillors to accompany her at the meeting.
- She had met with the contractor regarding Footpath 14 and a quotation had been provided for the Parish Council's consideration.
- The meeting with the ESBC Officers had touched on the implications for the Sport England funds if the Parish Council do not want to progress the changing facilities due to lack of finances. **Agreed** that the Parish Council approach Sport England directly to discuss the possibility of varying the S106 Agreement to see the funds used for other purposes in the village.
- She had attended the virtual Parish Council Forum meeting organised by ESBC where Ben Adams, Police Crime and Fire Commissioner had addressed the meeting.
- She had spoken with a Town Planner who was seeking the Parish Council's support for a mixed use housing development on land just outside the settlement boundary of Rolleston. He had been advised to write formally for a response.

- She asked if the muddy path from the Bellway estate to the Meadow View play area should be looked at by the Parish Council. **Agreed** that the play area be completed first and the path looked at after this work has been done.
- She asked what the Parish Council wanted to do regarding the Willow trees and railings on Burnside, adding that Mink had been seen on Burnside and Brookside. **Agreed** that the Parish Council does not take ownership of the Willows and railings but it will arrange for the necessary tree works to be done to the Willows and look to clean and paint the railings as a service to the community. It was also agreed that the Parish Council would, if necessary, investigate engaging a professional company to trap the Mink at a cost of £90 for two traps and £40 each to humanely remove them.

Councillor Stewart agreed to liaise with the Amey Site Manager to ask if they could clean and paint the railings.

Councillor S McManus agreed to ask the Canal & River Trust for information on dealing with the Mink. Councillor Badcock said he would liaise with ESBC and ask if they are able to assist in dealing with the Mink.

Councillor Badcock agreed to approach the Environment Agency to seek their view of cleaning/painting the Burnside railings.

106. Youth Representative's report

Evie gave an update on the Community Library project and agreed to provide details of the proposed book cabinet for comment.

107. Financial Matters

107.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
ESBC	Brook Hollows – Grounds maintenance works (funded from Earmarked Funds)	BACS (paid 17/10/22)	17,103.24	0.00
Clerk	Reimbursement: Skip hire £290.00, Land Registry fee £6.00	BACS (paid 20/10/22)	296.00	0.00
Clerk	Reimbursement: Fruit trees £91.35, Tree stakes/ties £29.87	BACS (paid 24/10/22)	121.22	0.00
Ricoh UK Ltd	Photocopier (quarterly charges): Rental £113.41, Copy charges £46.91	BACS	160.32	26.72
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola Ltd	Village website	DD	13.86	2.31
Woodside Nurseries	Winter planting of planters	BACS	350.00	0.00
P Gould	Mowing contract £1,171.07 Strim Brook bank £65.00	BACS	1,236.07	0.00
Clerk	Salary and expenses	BACS	1,164.06	0.42
J Deacon	Craythorne car park: Lock/unlock (October) £186.00 Environmental contract £1,058.64 Undercharged VAT on two previous invoices £13.67	BACS	1,258.31	221.11
Office Depot International (UK) Ltd	Stationery	BACS	43.90	7.32

O2	Council mobile	DD	18.35	3.06
		TOTAL	21,771.32	261.94

Resolved That the above payments be approved.

107.2 Bank reconciliation at 31 October 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	PLUS Income	105,353.56	4,396.36	109,749.92
	LESS Expenditure	62,320.97	-	62,320.97
31 October 2022	Bank Statement	51,606.75	105,094.58	156,701.33

Resolved That the above was a true record.

107.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 October 2022 were:

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 31/10/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	(17399.24)	32,600.76
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
Total	57,104.39	-6,300.76	50,803.40

108. Receipts/payments to 31 October 2022 and draft 2023/24 budget

Resolved That the report be noted and that Councillors give thought to the draft 2023/24 budget in readiness for the December meeting of the Parish Council.

109. Proposed extension to the Meadow View play area

Councillors were requested to consider the draft planning application and associated documentation prior to submission to ESBC.

Resolved That, subject to minor typographical errors being corrected and the inclusion of a map indicating the footpaths from the Bellway estate to the play area, the Parish Council approved the planning application and associated documentation for submission to ESBC.

110. Elizabeth Avenue play area / pump track (Minute No. 89 refers)

Deferred to the next meeting (as part of the draft budget considerations).

111. Rolleston on Dove Neighbourhood Development Plan (NDP)

The Chair reminded the Parish Council that the NDP was made in May 2021 and covers the period up to 2033. The NDP ideally to be reviewed in May 2026 and then every five years thereafter.

112. Village Directory 2023

The Parish Council was asked if it wished to publish a revised Village Directory with the Rollestonian in the New Year, cost comparison for the Directory to be produced in house and by an external printer were provided for consideration.

Agreed That the Rolleston Civic Trust be asked if the Village Directory could be included in the Rollestonian instead of being a separate insert.

113. Correspondence

113.1 Staffordshire Parish Councils' Association

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

113.2 Communications Log

The Comms Logs had been circulated to all councillors.

113.3 Police report for October 2022

The Police report was noted.

113.4 Rolleston Civic Trust: Proposed fun run

The Civic Trust sought permission to use part of the Parish Council's land at Tafflands and the Craythorne Road playing field as part of the proposed 3k fun run to be held in June 2023.

Resolved That the Parish Council has no objection to its land being used for the proposed fun run.

113.5 Community Library

The owner of the Rolleston Kindergarten had informed the Parish Council of their plans to establish a community library with the aim of developing a love of reading in the children and hopefully the wider community.

Agreed That the Parish Council supports the proposed community library; Councillor Sharples and the Youth Representatives added that they would liaise with the Kindergarten to pool ideas.

114. 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.

115. Staffing matters

Resolved That:

- Following confirmation from NALC/SLCC that the pay increase for 2022 had been agreed, backdated to 01 April 2022, the increase be applied to the Clerk's salary (scp 20) with immediate effect.
- The Parish Council also agreed to increase the Clerk's annual leave entitlement by one day (pro rata) with effect from 01 April 2023 (as notified by NALC/SLCC).

116. Quotations

116.1 Footpath 14

Deferred pending the upcoming 2023/24 budget considerations.

116.2 **Tafflands**

Resolved That John Deacon's quotation to take two trees down and remove roots, take out two tree stumps and remove roots and remove all from site in the sum of £60.00 plus VAT be accepted.

116.3 **Tafflands: Replacement litter bin(s)**

Resolved That one Invicta bin be purchased from Glasdon UK Ltd at a cost of £637.64 plus VAT (to be installed by John Deacon).

116.4 **Burnside: Tree works**

One quotation had been sourced in the sum of £1,480.00 to deadwood 6 No. Lime trees and pollard 2 No. mature Willow trees.

Resolved That, subject to another quotation being sourced for comparison, the cheaper of the two quotations be accepted.

116.5 **Cattle dock retaining wall, Jinny trail**

Resolved That the quotation in the sum of £1,950.00 plus VAT to prepare the specification to rebuild the existing platform wall be declined; the quotation to be forwarded to the Station Heritage Group with the recommendation that they apply to ESBC's Councillor Community Fund to fund the cost of the specification preparation.

The meeting closed at 9.40pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
RECEIPTS AND PAYMENTS TO 30 NOVEMBER 2022

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 30/11/22 £
100	Income				
1076	Precept	73,100	87,700	87,700	87,700
1090	Interest Received	6	6	65	27
1100	Grants & Donations Received	41,060	-	375	296
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	10	15	20	20
1250	Football pitch fees	290	200	50	50
1270	SCC: Annual grass cutting	4,837	3,628	3,700	3,700
1999	Other income	634	-	129	129
	Income	121,727	93,339	93,829	93,712

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 30/11/22 £	2022/23 Remaining funds £
200	Administration					
4000	Staff salary	17,503	17,150	18,408	10,868	7,540
4020	Employer's National Insurance	1,195	1,090	1,401	607	794
4030	Payroll Services	90	90	100	-	100
4050	Use of Home as Office	178	178	178	119	59
4100	Insurance	1,106	1,106	1,141	1,141	-
4110	Audit Fees	472	500	543	543	43
4120	Photocopier: Rental/Maint.	378	378	378	284	94
4121	Photocopier: Copy charges	485	600	400	201	199
4125	Stationery	158	200	200	171	29
4127	Village Directory	58	150	150	-	150
4130	Postage	360	400	400	317	83
4140	Council mobile	158	175	184	122	62
4150	Subscriptions	537	600	567	567	30
4160	Training	510	500	30	30	470
4180	Room hire	185	340	280	140	200
4190	Mileage expenses	243	250	100	56	194
4195	Parking fees	5	9	5	2	7
4200	Play areas	7,000	10,000	10,000	748	9,252
4205	Craythorne barrier: Lock/unlock	530	1,825	1,825	1,225	600
4210	RPC website	137	100	140	40	100
4211	Village website	46	45	50	35	15
4220	IT / Software	258	300	300	271	29
4230	s.137 Expenditure	67	100	100	-	100
4240	Mowing contract	13,898	17,000	16,000	10,129	5,871
4250	Bin emptying	3,886	4,000	4,076	3,058	1,018
4260	Trees	3,722	4,000	4,000	1,446	2,554
4265	Plants for planters	625	750	750	750	-
4270	Environmental contract	12,827	15,000	15,000	8,158	6,842
4275	R&M and Out of Scope works on RPC land	-	-	-	-	-
4300	Projects	-	10,000	10,000	-	10,000
4310	Professional fees	-	5,000	5,000	258	4,742
4320	Capital expenditure	591	800	800	-	800
4330	Other administration	1,491	2,000	2,500	1,818	682
4999	Contingency	4,227	5,000	5,000	2,201	2,799
	Expenditure	72,926	99,636	100,006	45,305	55,372
	TOTAL EXPENDITURE	72,926	99,636	100,006	45,305	55,372
	TOTAL INCOME	121,727	93,339	93,829	93,712	93,712
	NET INCOME OVER EXPENDITURE	48,801	6,297	6,177	48,407	38,340

Draft Budget 2023/24 £	
92,085	Assumes 5% increase
100	
-	
1,665	Unknown if this will be paid, ESBC will confirm in December
125	
20	
50	
3,628	Unknown if this will be paid, SCC sets it budget in February
-	
97,673	

Draft Budget 2022/23 £	
18,776	Assumes 2% increase
1,450	
110	
178	
1,141	
574	
378	
400	
225	
200	Dependent on whether the Directory is prepared in house or outsourced
450	
211	
650	
500	
300	
100	
10	
10,000	
2,007	Assumes 10% increase
175	
60	
390	
100	
18,870	Assumes 11% RPI increase (as per contract)
4,300	
4,000	
825	
16,650	Assumes 11% RPI increase (as per contract)
5,000	New Nom. Code for items traditionally funded from Other Admin and Contingency (these two Nom Codes have been reduced)
10,000	Funding for projects from within the Project Priorities list
5,000	
800	
1,500	
3,000	
108,330	
108,330	
97,673	
- 10,657	Shortfall would be met from the General Reserve

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2022 £	Movement in funds to date £	Funds as at 30/11/22 £
320	Environmental improvements	3,111.39	- 304.00	2,807.39
322	Brook Hollows	50,000.00	- 17,393.24	32,606.76
325	Play Areas	3,642.00	-	3,642.00
326	Andy Starbuck seat	351.00	- 351.00	-
327	s106 College Fields	-	11,753.25	11,753.25
	TOTAL	57,104.39	- 6,294.99	50,809.40

(£10,000 RPC EMR, £22,606.76 Donor funds)

Funds statement as at 30 November 2022

Total funds held in bank accounts	£ 152,288.70
LESS anticipated expenditure to 31 March 2023	-£ 55,372.00
LESS Earmarked Reserves	-£ 50,809.40
Projected General Reserves at Year End	£ 46,107.30

**Rolleston On Dove Parish Council
Risk Assessment as at 12 December 2022**

Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 15 June 2023 is adequate and covers all assets as set out on the Asset Register.
	Money	Existing cover is adequate.
	Business interruption	Not covered (not required).
	Public Liability	Existing cover for year ending 15 June 2023 of £10 million is adequate.
	Employers Liability claim	Existing cover for year ending 15 June 2023 of £10 million is adequate.
	Fidelity Guarantee	Existing cover for year ending 15 June 2023 of £150,000 is adequate.
	Libel and Slander	Existing cover for year ending 15 June 2023 of £250,000 is adequate.
	Officials Indemnity	Covered up to £10 million under the council's current Public Liability policy
	Personal Accident	Existing cover for year ending 15 June 2023 of £100,000 is adequate.
	Legal Expenses	Existing cover for year ending 15 June 2023 of £250,000 is adequate.
Accounts and finance	Annual precept too high/too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	The Financial Services Compensation Scheme (FSCS) deposit protection limit is £85,000 per authorised financial institution (not per account). The council is recommended to consider limiting the total amount held with its Bank to £85,000, i.e. invest some of the money held in the Deposit Account in an accessible savings account with another Bank.
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council 14 March 2022. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council 14 March 2022. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion / approval / submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines.

	Non-compliance with transparency code requirements	Review process in line with requirements.
	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed-up onto portable external hard drive monthly.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 18 adopted on 11 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained at the Clerk's home. Photocopies to be stored off-site for key records.
	Loss of computer-based records	Records backed-up onto portable external hard drive monthly.
Council-owned land and play areas	Accident arising from unsafe areas and resultant public liability claim	Weekly visual inspection of site and play equipment by the council's contractor. Clerk has delegated powers to order remedial works in case of damage or health and safety matters.
Noticeboards	May require repairs / become unsafe	Boards checked regularly when notices are posted.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' Indemnity insurance and working practices. Contractors must have at least £5 million Public Liability insurance.
	Unsafe working practices by a contractor appointed by the council	

This risk assessment was prepared on 01 December 2022 and approved by the Council on 12 December 2022.

Mary Danby
Proper Officer

This risk assessment will be reviewed annually.



The countryside charity
Staffordshire

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November 2022

Working locally and nationally to protect and enhance a beautiful, thriving countryside for everyone to value and enjoy.

Charity number 219443

Dear Clerk,

Invitation to parish councils to join CPRE Staffordshire

CPRE Staffordshire, the countryside charity, invites Parish Councils to join it in protecting the countryside, towns and villages of the wonderful and varied county of Staffordshire.

Part of the national CPRE network, our aim is to protect, promote and enhance Staffordshire's valued landscapes and green spaces. We're passionate about making the countryside a better place for everyone to live, work and enjoy.

Our team keeps a watching brief on planning applications and responds to Local Plan consultations. Over the past year, we have examined and commented on the South Staffordshire Preferred Options consultation, the Newcastle-under-Lyme Borough Council Issues & Options consultation and the Black Country Plan consultation. Our volunteer planning advisor recently offered advice to the Protect Audley Parish Greenbelt group about the most effective way of making progress in fighting the proposals to build warehouses on farmland in the Green Belt.

It's at the Local Plan stage where we have the best chance to influence planning and shape the future of our local area for years to come. CPRE will be responding to the two consultations that close next month: Stafford Borough's Preferred Options, which is proposing over 4,500 new homes across the borough, including 3,000 at a new "garden community" on agricultural land, and South Staffordshire District Council's Regulation 19 consultation, which is looking at whether the final proposed Plan is sound and has been properly prepared.

We currently have 18 parish councils who are members of CPRE Staffordshire. Becoming a member of CPRE is the best way to support your local countryside and utilise the information and resources we have available. Together, we can be more effective in protecting the Staffordshire countryside and helping to support local communities for generations to come.

Joining CPRE costs from just £36 a year. Member councils will be able to receive advice from our dedicated planning advisor and will have access to objective information on a full range of planning matters, as well as issues such as light pollution, litter and hedgerows. CPRE also produces an invaluable range of online and print publications giving practical help and information on planning and countryside related issues.

Here are five reasons why parish and town councils should support or join CPRE:

1. Most parish councils are situated in rural areas. Town councils appreciate the countryside around their urban areas.

CPRE campaigns to protect rural England for all to enjoy. As former CPRE President Bill Bryson said, "It's rare and dangerously finite, and every bit of it should be cherished."

Over the past couple of years, we have kept up the pressure on local councils, planning departments and MPs in the West Midlands and South Staffordshire not to release land from the Green Belt, and to re-examine the calculations of housing numbers used to justify its release. CPRE West Midlands has produced two reports into this topic, the [Report on Urban Capacity and Green Belt Material](#) and [Update on Urban Capacity](#).

2. Planning can be one of the most controversial issues in local communities.

CPRE can help make the planning process easier to follow. During the Local Plan consultation periods for South Staffordshire and Stafford Borough, we organised online training sessions for parish councils, covering the Local Plan process and how to respond effectively.

One attendee commented: *"It was a really useful and informative session that was well presented"*. Another said: *"It was very well presented. Very helpful. Well done and thank you."*

3. The Localism Act puts more responsibilities on parish councils, for example with reference to Neighbourhood Plans.

CPRE provides information about the latest legislation and relevant case studies.

4. Specialist briefings on topics such as renewable energy or the Green Belt are needed by parish and town councils.

CPRE's national office prepares a range of easily accessible, reliable background information and briefing reports. Parish councils can benefit from CPRE's invaluable range of online and print publications such as Fieldwork, which gives practical help, information and updates on planning and countryside issues.

5. Parish councils sometimes need specific help when responding to planning applications in their areas.

Staffordshire CPRE keeps a watching brief on applications across the county, with the help of a specialist planning advisor. Parish councils can call on CPRE Staffordshire and the national CPRE office for advice and support on a full range of planning matters.

So why not suggest that your council joins CPRE? For more information, please contact the Stafford office, or [join online on CPRE's website](#).

Yours faithfully,

Mohammed Khuram

Mohammed Khuram
Chairman