

Rolleston on Dove Parish Council

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

03 April 2023

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 11 April 2023** 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**

Application No.	Location	Proposal
P/2022/01251	Adj 31 Burnside	Erection of a detached dwelling and construction of vehicular access (Amended Scheme)
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 (Revised)

P/2023/00199	35 Burnside	Erection of a single storey detached dwelling and associated access
P/2023/00243	The Lodge 4 Lodge Hill	Alterations to roof on SE and NE elevations including creation of pitched roof over existing flat roof, installation of a dormer window, alterations to a dormer window and other associated external alterations, erection of a dormer extension to NW elevation, erection of a double garage link extension to SW elevation
P/2023/00276	Rosemount 28 Church Road	Erection of a pitched roof on existing flat roofed garage,
P/2023/00322	86 Meadow View	Erection of a single storey extension and part two storey and first floor side extension
P/2023/00330	Burnside House Burnside	Felling of a group of Leyland Cypress trees
P/2023/00361	Brookfield House Brookside	Felling of one Norway Spruce tree

4. To consider the Minutes of the meeting held on 13 March 2023 (Enclosure 1)
5. Matters arising from the previous meeting
6. Councillors' reports
7. Youth Representatives' reports
8. Financial matters
 - 8.1 Schedule of payments as at 03 April 2023

Payee	Description	Payment Method	Gross £	VAT £
Speedy Marquee	Copier paper	DC (pd 14/03/23)	57.94	9.66
Lock Trader Ltd	Padlock and keys (Craythorne)	DC (pd 17/03/23)	60.84	10.14
Wickes Building Supplies	Chain link (for use with above padlock)	DC (pd 18/3/23)	17.50	2.92
Signcraft	Footpath sign (Footpath 14 gate)	BACS	60.00	10.00
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
Staffordshire Parish Councils' Assn.	2023/24 Subscription	BACS	471.40	0.00
SLCC	2023/24 Subscription (pro rata)	BACS	145.23	0.00
ESBC	Bin emptying, 1 st qtr 2023/24	BACS	1,377.19	229.53
P Gould	Mowing contract: £1,327.99 Spread Eagle Island: £106.00 Remove Himalayan Balsam: £365.00	BACS	1,798.99	0.00
Clerk	Salary and expenses	BACS	1,251.51	0.00

J Deacon	Environment contract: £1,058.64 Lock/unlock Craythorne gate: £186.00 Bus shelter base, Church Road: £4,680.00 Tafflands - Install base and new litter bin: £134.40 Affix signs on Jinny Trail and Footpath 14 gates; Jinny Trail/Stretton boundary - make twin-legged sign, supply and install £151.20	BACS	6,210.24	1,035.04
		TOTAL	11,456.83	1,298.29

8.2 Bank reconciliation as at 31 March 2023

		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	181,797.49	14,966.33	196,763.82
	LESS Expenditure	111,046.00	28,623.92	139,669.92
31 March 2023	Bank Statement	79,325.65	87,040.63	166,366.28

8.3 Earmarked Reserves as at 31 March 2023

	Opening funds 01/04/2022 £	Available funds as at 31/03/2023 £
Environmental improvements	3,111.39	2,360.39
Brook Hollows	50,000.00	45,272.31
Play areas	3,642.00	20,868.00
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	44,507.57
Total	57,104.39	113,008.27

9. Receipts/payments to 31 March 2023 (Enclosure 2)

10. Sport England funds / Football Foundation (Minute Nos. 160 and 177 refer) (Enclosure 3)

11. Rolleston FC – FA PIP Report maintenance plan (Minute nos. 161 and 178 refer)

Deferred from the previous meeting.

12. Village Gala

To receive a verbal report/update.

13. Coronation of King Charles III

To consider:

- Consider purchasing bunting to decorate the Burnside railings: 10m Union bunting with 30 no. rectangle polyester fabric pennants: £5.98 (free delivery)
- Clean-up day to tidy the Brook and banks on Burnside
- Clean and paint the railings from the jct of Burnside with The Lawns to the jct with Church Road and the footbridge from Burnside to The Croft

- RoDSEC have written to the council saying that they will be celebrating the Coronation by decorating the Brook outside the Almshouses with floating flower arrangements. They are also encouraging the village organisations to decorate the railing between the footbridge and the road bridge. Rolleston Club have also stated that they will be decorating the front of the Club. As the flowers are very expensive, RoDSEC hope that the council could assist them by offering a contribution towards the flower arrangements.

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.

14.3 Letter seeking the Parish Council's support (Enclosure 4)

14.4 Elizabeth Avenue playing field

A resident contacted the council on 23 March asking if it is possible to get the footpath on Elizabeth Avenue leading down towards the school and park widened as it is not wide enough for two walking in opposite directions or together so consequently the children are walking in the mud then taking that into school, plus it is low lying and a rather large puddle appears during the wet weather. The resident says that the path is presently quite muddy.

14.5 Outwood Parish Council invitation

Outwoods Parish Council are organising an in person meeting in Outwoods for parish councils with the Police and Crime and Fire Commissioner. This meeting should be taking place one evening in May.

They ask to be advised if members of the council would like to attend, so that they can work out numbers and ensure adequate seating at the venue.

14.6 Rolleston FC

The Club ask, with regard to the Craythorne playing field, in the event of an emergency, i.e. ambulance access to the car park and field, is there a procedure for being able to gain access to open the high barrier/gate and the gate to the field? Or is there a possibility for them to be able to open these in such a scenario?

14.7 Police: Statistics report (Enclosure 5)

15. 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.

16. Quotations (Enclosure 6)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 March 2023 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

2 Youth Representatives

2 Members of the public

Mary Danby, Clerk

Public Forum

Mr & Mrs Baker referred to the incident in January which saw a car come off the road and into their garden, causing significant damage. They expressed concern at the lack of traffic calming at this entrance into the village and said that lots of children and people congregate on the path at the bend and they wanted to impress on the council that this was not a one-off incident. Mrs Baker said that she had emailed the County Council but had not received a response.

The Chair said that the Mr & Mrs Baker's neighbours had attended the previous meeting and the council had taken the actions from that meeting by raising the concerns with ESBC, Staffordshire Highways, County Councillor White and the local Police with a view to seeking traffic calming at the junction of Rolleston Road / Knowles Hill.

Agreed That:

- The Clerk would pass the email addresses for the County Councillor and Richard Rayson (Strategic Community Infrastructure Manager Stafford Borough and East Staffordshire Borough) to Mr & Mrs Baker.
- The local PCSOs be contacted with a request for a mobile speed camera(s) to be deployed on Rolleston Road and Knowles Hill.

165. Apologies

None, all Councillors were present at the meeting.

166. Declarations of Interest and Dispensations

Councillor Houston declared a non-pecuniary interest in Planning Application No. P/2022/00235 as he knows the applicant.

167. Planning matters

167.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2022/01398	2 Brookside Court Brookside	Erection of a single storey rear extension
No objection		
P/2023/00072	Adj to the Brook Burnside	Reduction back to original pollard points of approx 30% to 2 Weeping Willow trees (T1 and T3) and reduction of approximately 1 metre 20% (T2) and 30% (T4) to 2 Weeping Willow trees
No objection		

P/2023/00106	Adj to the Brook Burnside	Crown raise up to 4 metres to 6 Lime trees (T5-T10)
No objection		
P/2023/00136	Rolleston Cricket Club Dovecliff Road	Erection of replacement practice nets
No objection		
P/2023/00151	2 Brookside Court Brookside	Listed Building consent for the erection of a single storey rear extension
No objection		
P/2023/00155	21 Twentylands	Raising of ridge height to facilitate the erection of a two storey front infill extension, two first floor front extensions and a two storey rear extension, installation of a rear dormer extension, erection of front porch, installation of first and second floor side windows, installation of solar panels to the rear and cladding to all elevations.
No objection		
P/2023/00208	Westfield House Burnside	Crown reduce by 3-4 metres all around one Yew tree
No objection		
P/2023/00232	23 Beacon Road	Felling of Tulip tree
No objection but Councillors ask that a suitable replacement tree be planted		
P/2023/00233	St Mary's Church Church Road	Felling of one Birch tree (T1) growing out of a grave causing structural damage to the grave
No objection		
P/2023/00235	Kimberley Church Road	Felling of one Lawson Cypress tree
No objection		
P/2023/00265	Thornley Hollows 2 Church Road	Felling of four Conifer trees
No objection		

168. Minutes

Resolved That the Minutes of the meeting held on 13 February 2023 be approved and signed as a true record.

169. Matters arising

Minute No. 153.3.2 (2nd bullet point)

Councillor Stewart reported that ESBC had installed posts to prevent vehicles from accessing the Meadow View jitty.

Minute No. 153.3.2 (4th bullet point)

It was noted that the Planning Officer had not supplied the requested update. **Agreed** that the request be escalated to Sal Khan, ESBC Head of Service.

Minute No. 153.3.4 (2nd bullet point)

Councillor Sanderson reported that he followed up the replacement of the damaged Cordyline plant with County Councillor White.

Minute No. 162.3 Access to Tafflands from the Rolleston Manor estate

Councillor Stewart reported that she had met with the contractor and he was going to provide a quotation to build-up the drop from the timber footbridge, stone the path through to Tafflands and install a drain to take the water away.

170. Councillors' reports

170.1 County Councillor White reported:

- The major roadworks on Station Road are now complete and I think we can all be very happy with the transformation of the road.
- We have had mixed feedback on the scale of the speed humps on the road, much of it positive but some raising concerns about their height and impact. As a result, the humps will be adjusted to make them less impacting but without reducing the overall effect on excess vehicle speeds on the road. This will be done at no further cost to Staffordshire taxpayers.
- The footways which have not been fully reconstructed have now received structural patching where required and will shortly receive a new surface layer which will keep them in a good condition for 10+ years.
- I have noted the recent accident at the top of Knowles Hill/Rolleston Road. While this is still under Police investigation I do not want to comment on the cause of the accident itself, but the Parish Council will be aware that I have been working for some time to secure improved traffic calming for Rolleston Road and Knowles Hill. This is most likely to come from s106 funding from a nearby housing development and I am working with the relevant planning officers to try and secure this.
- Asked that the council publicise a School Crossing Patrol vacancy for the John of Rolleston School.

Agreed That council disagrees with the planned adjustments to the speed humps and is of the opinion that they should be left as they are. Councillors said that the speed humps are working in slowing down vehicles and reducing emissions from speeding traffic, but they sought clarification that the existing height does not inhibit ambulances when they are travelling at speed in an emergency situation.

- 170.2 Borough Councillor Toon** said that the dredging of the Brook Hollows lake should have started on 13 March but this had not been possible as there was a concern that the field was too wet for the work to start. She also reported that cycle tracks were being installed in Burton.

170.3 Parish Councillors' reports

170.3.1 Councillor Toon reported that drains were blocked in the village.

170.3.2 Councillor E McManus reported:

- A resident had mentioned that the council's insert in the Rollestonian is bland and asked if the inserts could contain decisions made by the council and why the decisions had been made. Councillor Stewart said that the council could look at how it communicates with the village and she suggested that this could be an agenda item for the May meeting.
- Cars were parking on the double lines around the school and towards the Spread Eagle. **Agreed** that County Councillor White be asked if he could explain what the procedure is for following-up on where double yellow lines have been installed to check that they are

working properly. Councillors also noted that there are a few “ups and downs” in the road surface on Station Road which are filling with water.

170.3.3 Councillor S McManus reported that the website had been tidied up, some pages had been removed and links were now more succinct.

170.3.4 Councillor Appleby noted that the Peveril development had commenced on Craythorne Road. Councillor Houston asked if there was a Construction Management Plan (CMP) Councillor Houston asked for sight of the CMP and it was **agreed** that this would be provided to him.

170.3.5 Councillor Badcock referred to a political flyer citing significant funding would be available for a village enhancement programme. As the Parish Council had not been consulted or informed of this programme, the comments on the village enhancement scheme in the leaflet circulated in the village by a political party was, in his opinion, disrespectful to the Parish Council and all the hard work that the voluntary, unpaid, Councillors do in the village. He said that he had contacted Thomas Deery, Interim Head of Regeneration, ESBC who confirmed in an email that the programme had not been launched yet and would go to the April Cabinet meeting. Mr Derry had confirmed that Rolleston was in the proposed area.

Councillor Stewart reported that she had received an email from one of the parties to the flyer informing her that the programme had been delayed until after the election. She said that she would contact those associated with the flyer to say that their comments are noted and the council looks forward to working with the duly elected Borough Councillors.

170.3.6 Councillor Sharples reported that:

- She had received a request for more cutting back to be done from the entrance to the Jinny Trail. Councillor Stewart advised that this area is regularly maintained as appropriate for a Nature Trail.
- She had received a request that Councillors name be put in the Rollestonian insert. **Agreed** that this would be done in the first issue after the May elections.
- She had received a request for a dog litter bin to be installed – she would provide the location details to the Clerk to enable a request to be made to ESBC.
- The Jinny Inn had reported that the business had been hit by the Station Road works and the Clerk had advised that a claim could be made to the County Council.
- There are a plethora of old planning notices around the village, could ESBC be asked to remove these? Councillors advised that these can be removed provided the consultation dates have passed.
- The planters at the entrances to the village were looking good.

170.3.7 Councillor Sanderson asked that the contractor be commended for the excellent work he had done with the bridge and gate on the Tafflands end of Footpath 14.

170.3.6 Councillor Robson reported that:

- He had given a talk on the Jubilee Orchard to the Burton 3A.
- Suggested that the bollards on the grass verge outside the Co-op could be replaced with medium-sized stones – **Agreed** that the suggestion be passed to Staffordshire Highways.

170.3.7 Councillor Houston reported that an insufficient number of posts had been installed when replacing the railings at the Craythorne Road playing field car park (it was noted that the posts had been ordered against the specification provided by SCC/Amey). **Agreed** that the railings be monitored.

170.3.8 Councillor Stewart reported that:

- She had Chaired the recent RoDSEC AGM.
- She and Councillor Badcock had arranged to meet with Dave Hughes, EA at Burnside to discuss what the council can do regarding the railings and Brook.
- The meeting with two residents and the tree surgeon regarding trees on the Jinny Trail had yet to be arranged.

171. Youth Representatives' report

The Youth Representatives reported that vehicles congregate near the butchers for the School and this causes problems for other road users. Advised that this is a Police matter and also referred to Minute No. 170.3.2 (2nd bullet point) above.

172. Financial Matters

172.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
AOS Online	Stationery	Debit Card (pd 14/02/23)	24.11	4.02
Cartridge People Ltd	Stationery	Debit Card (pd 14/02/23)	49.75	8.29
Burton Tree Care	Jinny Trail tree works	BACS (pd 17/02/23)	990.00	0.00
P Gould	Mowing Contract £1,171.07 Additional pre-season cut (requested by Staffs Highways) £275.00	BACS	1,446.07	0.00
Clerk	Salary and expenses	BACS	1,263.66	0.00
Glasdon UK Ltd	Supply 1 No. Invicta metal bin	BACS	765.17	127.53
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
HMRC	NI/PAYE 4 th quarter 2023/23	BACS	1,241.67	0.00
Bradleys Tax & Accountancy Services	Payroll service 2022/23	BACS	114.00	19.00
Urban Vision Enterprise CIC	Support re Meadow View play area planning application	BACS	2,970.00	495.00
Boston Seeds Ltd	Lawn Seed (Brook Hollows – Donor funds)	BACS	185.99	1.00
J Deacon	Environmental contract: £1,058.64 Craythorne car park lock/unlock: £168.00 Jinny Trail steps repair and repair stile at Cornmill Lane end of footpath: £110.40 Footpath 14 (Tafflands end: gate, etc) £780.00 Tafflands, repair fire damaged low hut: £878.40	BACS	2,995.44	499.24
Rolleston Civic Trust	Rollestonian inserts 2022/23	BACS	608.00	0.00
O2	Council mobile	DD	18.35	3.06
Rolleston PCC St Mary's	OGSR hire: Jan, Feb & March 2023	BACS	60.00	0.00
		TOTAL	12,738.20	1,158.14

Resolved That the above payments be approved.

172.2 Bank reconciliation at 28 February 2023

		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	137,719.49	14,925.33	152,644.82
	LESS Expenditure	99,235.38	28,623.92	127,859.30
28 February 2023	Bank Statement	47,058.27	86,999.63	134,057.90

Resolved That the above was a true record.

172.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 28 February 2023 were:

	Opening funds 01/04/2022 £	Available funds as at 28/02/2023 £
Environmental improvements	3,111.39	2,452.39
Brook Hollows	50,000.00	45,457.30
Play areas	3,642.00	3,642.00
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	1,079.57
Total	57,104.39	52,631.26

It was further resolved that: The unspent funds from Play Areas (Nominal Code 4200) and Projects (Nominal Code 4300) at Year End be moved to the Play Areas Earmarked Reserve to retain funds to meet future needs. The General Reserves at Year End would be retained at c£45,000.

172.4 Re-appointment of Internal Auditor

Resolved That Toplis Associates Ltd be re-appointed to act as the council's Internal Auditor for the 2023/24 financial year.

173. Receipts/payments to 28 February 2023

Resolved The report be noted.

174. Extension to the Meadow View play area

Councillors had previously been made aware ESBC had approved the council's planning application to extend the Meadow View play area.

Playdale had previously advised the council that they were unable to hold the original quotation (£44,465.42 plus VAT) beyond 30 November 2022 due to the rising cost of materials. Due to the timeframe for the planning process through to ESBC granting approval, including council agreement for the appointment of the planning consultant, the council was unable to place the order by this date.

Playdale were asked to re-quote for exactly the same specification as previously accepted by the council at the July 2022 meeting and a quotation in the sum of £49,096.26 plus VAT had been received. Playdale's standard payment terms are 50% deposit paid within 7 days of placing an order.

ESBC had confirmed that the value of the s106 funds available for the council to draw down for the above project is £43,428.00. Based on this figure, there was a shortfall of £5,668.26 on Playdale's net quotation cost.

Resolved That:

- Playdale's revised quotation in the sum of £49,096.26 plus VAT be accepted.
- The £5,668.26 shortfall be met as follows: £1,079.57 (s106 funds) and £4,588.69 (from the Play Areas Earmarked Reserve (see also Minute 155.3 above)).

175. Rollestonian of the Year

Resolved That:

- The revised Award criteria be approved (Annex 1 attached).
- Nominations for the 2022 Award be invited through publicity in the council's Rollestonian insert, the council's website and Facebook page and posters on noticeboards. Closing date for nominations end June 2023 for consideration by the council at the July meeting and the Award presented at the September council meeting.

176. The Local Government Boundary Commission for England:

Consultation on division boundaries for Staffordshire County Council (Minute No. 159 refers)

Agreed That the local Government Boundary Commission for England be advised that the parish council is happy with the Ward boundary as it stands.

177. Sport England funds (Minute No. 160 refers)

The council received a report outlining the progression of actions from the initial meeting. Information was given regarding the Football Foundation Pitch Improvement Programme (PIP) and the Football Foundation's Small Grant Fund. The council felt there was insufficient clarity to enable decisions to be made. Councillors also expressed concern regarding the S106 Agreement condition, reiterating the concerns expressed at the July 2021 meeting (Minute No. 60.1(b)).

Agreed that:

- This item be deferred pending receipt of further information regarding the Pitch Improvement Programme.
- ESBC be approached outlining the council's concerns regarding the S106 Agreement condition and seeking confirmation of the process and cost of the condition being varied.

178. Rolleston FC – FA PIP Report maintenance plan

Deferred to the next meeting so that information requested in Minute No. 177 above can be considered.

179. Craythorne Road playing field car park

The council received an update on the car park and portacabin removal following Amey's use of the car park for a temporary compound during the Station Road works, Amey community work and dates for completion.

It was noted that Hawthorn whips had not yet been planted in the hedge. **Agreed** that Amey be asked to plant these as soon as possible.

It was noted that the gate half-way down the car park will be locked.
It was noted that new railings were not as expected due to insufficient posts having been installed, albeit that the posts had been ordered against the specification provided by Amey. **Agreed** that the railings be monitored and a decision be made at a later date if more posts were found to be necessary.

180. Peveril Homes Ltd: Street Naming request

The council considered a request from Peveril Homes that it accept the street name for their Craythorne Road development to being named after Terry Wragg, a long serving employee who had tragically died last year.

Agreed That the council would prefer to see the street named after Tom Martin and that the preferred street name was "Martin Close". It was further agreed that if this name was not acceptable to Peveril Homes the council's preferred street name would be "Wragg Close".

181. Annual review of policies

a) Resolved That the following policies be approved without any changes being necessary:

Asset Register
Document Retention and Disposal Policy
Information and Data Protection Policy
Publication Scheme
Statement of Internal Control and Annual Review of Effectiveness of Internal Control

b) Resolved That the following policy be approved with minor amendments to the Footnote (Page 12) and Document History (page 16):

Financial Regulations

182. Community Library project

The Youth Representatives presented a report outlining progress with the Community Library project and they asked that a small budget be allowed to buy Perspex and a sign.

Resolved That:

- The council support the project and thanked the Youth Representatives for bringing it to fruition.
- A budget of £100 be allocated for the purchase of Perspex and a sign.
- A letter of thanks be sent to the Kindergarten Manager for her support and assistance with the project.

183. Annual Parish Meeting

It was noted that the Annual Parish Meeting (APM) will take place at the Old Grammar School Room on 24 April 2023 beginning at 7.30pm and that invitations had been sent to local groups. The formal notice would be displayed on noticeboards and uploaded to the council's website and a link be put on the Facebook page.

Councillors E and S McManus agreed to publicise the APM on the council's website and Facebook page.

184. Correspondence

184.1 Staffordshire Parish Councils' Association

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

184.2 Communications Log

The Comms Logs had been circulated to all councillors.

184.3 Coronation of His Majesty the King – 06 May 2023

RoDSEC's Chairman had asked if the council were planning to organise anything for the King's Coronation. It was suggested that, subject to the Donor's consent, a commemorative plaque could be installed on the new Church Road bus shelter.

Deferred to the next meeting to enable a quotation(s) for a plaque to be sourced and the Donor's response to be received.

184.4 Knowles Hill Traffic Management Scheme

A Knowles Hill resident had contacted the council (copied to Councillor White) about the recent vehicle incident at the junction of Knowles hill/Beacon Road and asking that a Traffic Management Scheme be implemented as a priority.

Agreed That the resident be advised that members of public had attended the January meeting to express their concerns regarding road safety on Rolleston Road, Knowles Hill and the Knowles Hill/Beacon Road junction. The council had initiated the actions from that meeting by raising the concerns with ESBC, Staffordshire Highways, County Councillor White and the local Police with a view to seeking traffic calming at the junction of Rolleston Road / Knowles Hill.

184.5 Funds given by Bellway to ESBC for building of the new estate

A joint letter from RoDSEC and Rolleston Civic Trust had been received explaining that a Freedom of Information request had been made of ESBC regarding the money paid by Bellway to ESBC in relation to the Rolleston Manor development. ESBC's response had raised further questions which it was hoped that the Parish Council could assist.

The Chair said she had spoken with the Civic Trust Chairman and explained the Sports and Community Facilities elements of the funds. She had offered to speak at a Civic Trust meeting to give an update, which had been declined for the present and she had reiterated that the parish council meetings are open to the public where members of the public can hear discussions on all issues.

184.6 Rolleston Cemetery

ESBC had contacted the council advising that they were working with a consultant to look at the potential for expanding Rolleston Cemetery. The works were purely exploratory at this stage and it was stressed that this does not affect the immediate future of Rolleston allotments but is more of a case of long-term resource planning on behalf of ESBC.

Councillors asked that the council be consulted on what the next phase will be and the timescales involved.

184.7 Rolleston Brook update

The council received an update from Dave Hughes, EA with regard to the recent de-silting work that had been carried out and the dredging of the Brook Hollows lake. He added that the findings of the modelling exercise will be presented to residents when these are ready.

He said that arrangements had been made for Councillors Stewart and Badcock to meet with Mr Hughes on 23 March to discuss additional works on Burnside that the council are interested in having carried out. **Agreed** that consideration be given to an update being uploaded to the website and Facebook page following the meeting with Mr Hughes.

184.8 **Police: Statistics report**

The report had been circulated to all councillors.

The meeting closed at 10.15pm

Signed

Date

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL
RECEIPTS AND PAYMENTS TO 31 MARCH 2023**

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 31/03/23 £	Budget 2023/24 £
100	Income					
1076	Precept	73,100	87,700	87,700	87,700	90,331
1090	Interest Received	6	6	175	173	180
1100	Grants & Donations Received	41,060	-	10,296	10,946	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125	125
1220	Allotment rents	10	15	20	20	20
1250	Football pitch fees	290	200	50	50	50
1270	SCC: Annual grass cutting	4,837	3,628	3,700	3,700	3,848
1280	Insurance claim settlement	-	-	607	607	-
1999	Other income	634	-	317	43,745	-
	Income	121,727	93,339	104,655	148,732	96,219

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 31/03/23 £	Budget 2022/23 £
200	Administration					
4000	Staff salary	17,503	17,150	18,408	18,408	18,776
4020	Employer's National Insurance	1,195	1,090	1,345	1,344	1,450
4030	Payroll Services	90	90	95	95	110
4050	Use of Home as Office	178	178	178	178	178
4100	Insurance	1,106	1,106	1,141	1,141	1,141
4110	Audit Fees	472	500	543	543	574
4120	Photocopier: Rental/Maint.	378	378	378	378	378
4121	Photocopier: Copy charges	485	600	400	313	400
4125	Stationery	158	200	200	240	225
4127	Village Directory	58	150	183	183	200
4130	Postage	360	400	400	371	450
4140	Council mobile	158	175	184	183	211
4150	Subscriptions	537	600	567	567	650
4160	Training	510	500	30	30	500
4180	Room hire	185	340	280	300	300
4190	Mileage expenses	243	250	100	113	100
4195	Parking fees	5	9	5	2	10
4200	Play areas	7,000	10,000	10,000	10,000	6,000
4205	Craythorne barrier: Lock/unlock	530	1,825	1,825	1,825	1,825
4210	RPC website	137	100	140	125	175
4211	Village website	46	45	50	46	60
4220	IT / Software	258	300	300	271	390
4230	S137 Expenditure	67	100	100	-	100
4240	Mowing contract	13,898	17,000	16,000	15,088	17,000
4250	Bin emptying	3,886	4,000	4,077	4,077	4,590
4260	Trees	3,722	4,000	4,000	2,706	4,000
4265	Plants for planters	625	750	750	750	825
4270	Environmental contract	12,827	15,000	15,000	12,351	16,650
4275	R&M and Out of Scope works on RPC land	-	-	-	-	5,000
4300	Projects	-	10,000	10,000	10,000	4,500
4310	Professional fees	-	5,000	4,150	4,150	4,000
4320	Capital expenditure	591	800	800	-	800
4330	Other administration	1,491	2,000	2,500	2,562	1,500
4999	Contingency	4,227	5,000	5,000	2,579	3,000
	Expenditure	72,926	99,636	99,129	90,919	96,068
	TOTAL EXPENDITURE	72,926	99,636	99,129	90,919	96,068
	TOTAL INCOME	121,727	93,339	104,655	148,732	96,219
	NET INCOME OVER EXPENDITURE	48,801	6,297	5,526	57,813	151

*Underspend on Play Areas (Nom Code 4200) (£7,226) and Projects (No Code 4300) (£10,000) moved to Play Areas EMR (RPC Meeting 13 March 2023, Minute No. 172.3 refers)

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2022 £	Funds as at 31/03/23 £	
320	Environmental improvements	3,111.39	2,360.39	
322	Brook Hollows	50,000.00	45,272.31	£10,000 RPC EMR, £35,272.30 Donor funds
325	Play Areas	3,642.00	20,868.00	
326	Andy Starbuck seat	351.00	-	
327	s106 College Fields	-	44,507.57	£1,079.57 railings project, £43,428 MV play area
	TOTAL	57,104.39	113,008.27	

Funds statement as at 31 March 2023

Total funds held in bank accounts	£ 166,366.28
LESS Earmarked Reserves	-£ 113,008.27
General Reserves at Year End	£ 53,358.01

Rolleston on Dove Parish Council
11 April 2023

Agenda item no. 10
Sport England funds / Football Foundation
(Minute Nos. 160 and 177 refer)

S106 Agreement

ESBC have responded as follows to the queries raised at the previous meeting:

Q What would the procedure be to seek the varying of the condition?

A This could potentially be carried out by way of a Deed of Variation.

Q How much would this cost and who would be responsible for those costs?

A If a Deed of Variation was pursued the ESBC would cover its costs (c£750) and the expectation would be that Bellway's legal fees would be covered by the PC and we would estimate these to be c£1.5k.

Q Would it be beneficial for a meeting to be arranged with Bellway, ESBC and the Parish Council to discuss the possibility of varying the condition?

A It is thought that if this course of action was chosen, then it would be beneficial to include Bellway, ESBC, the PC and Sport England given that they set the original condition and we would want them to be 'on board' with any amendment. The PC should be clear about why it wants to amend and what the provisions would be amended too.

Football Foundation: Pitch Improvement Programme (PIP)

The following information has been received:

The funding that the council can access works on a pitch by pitch basis, determined by the size of the pitch. It is not known whether the cost of the maintenance work would fully be covered by the funding, but this can be looked into once the site report is shared and a quote sought. It may be that more money is needed in the first year to get to a set standard, with costs then lowering if less maintenance is needed as time moves on.

The funding per pitch would work as follows:

Pitch	Year 1 Funding	Year 2 Funding	Year 3 Funding	Year 4 Funding	Year 5 Funding	Year 6 Funding	Total funding
11v11 Adult	£3,200	£3,200	£2,133	£2,133	£1,067	£1,067	£12,800
11v11 Youth	£3,200	£3,200	£2,133	£2,133	£1,067	£1,067	£12,800
9v9	£2,560	£2,560	£1,706	£1,706	£854	£854	£10,240
7v7	£1,920	£1,920	£1,280	£1,280	£640	£640	£7,680
5v5	£1,920	£1,920	£1,280	£1,280	£640	£640	£7,680
Total per year	£12,800	£12,800	£8,532	£8,532	£4,268	£4,268	£51,200

All of the pitches that are included within the Pitch Report will be picked up for the funding. There are five pitches in total, so each pitch is currently included. If the council did not want to include any of the pitches, a new report will need to be completed based on what will be offered on the site.

Once the grant is confirmed and accepted, the council would need to adhere to the terms and conditions of the grant which last for 10 years. If you were to withdraw before the grant terms finish, the council would need to pay back any grant amounts that it has claimed.

Additional information

- **Football Foundation webinar**

The Clerk joined a Football Foundation webinar on 31 March which outlined the 2023/24 PIP funding scheme which now enables local authorities to apply for the fund.

The need for local authorities to evidence partnership working with an affiliated grassroots football community (i.e. team) was mentioned, this evidence has to be submitted with the application.

They stressed that it is long-term commitment and applicants sign-up for a 10 year programme.

The application process needs the applicant to submit a PitchPower Inspection, this is a self-inspection done via an app downloaded from the Football Foundation's website. A smartphone, tape measure and a spade are required to do the inspection, photos are uploaded of the playing surface and soil and a few questions have been answered. You submit the inspection record and a report is provided within 21 days giving recommendations for maintenance/machinery. You receive an ID on submission of the inspection. The inspection has to have been submitted and a report received to apply for funding.

Going forward, if funding is approved, the council would need to submit PitchPower inspections twice a year and complete a funding claim annually to the Foundation for the monies to be paid.

- **ESBC: Planning and storage containers**

ESBC have confirmed that planning permission would be required for the siting of a storage container for storage purposes. With such containers it is usual practice for a temporary consent to be given – this can vary and is usually led by the applicant and indeed it would not be unusual for subsequent consents to be granted. However it would be expected that long-term solutions to storage would be forthcoming.

They note that the container would be sited on the car park and apart from any visual amenity considerations the loss of any car parking spaces would need to be considered and whether this could result in an increase of on-street parking (which could result in highway safety concerns). Indeed there may be other material considerations in the determination of the application.

- **LCS Containers**

A quotation has been received for the following containers which can be painted in green if required:

1 No. 40ft container (2 no changing rooms and 1 no officials changing) (photographs below)
£7,995 plus VAT; Delivery £185 plus VAT

1 No. 20ft as new container
£2,995 plus VAT; Delivery £110 plus VAT

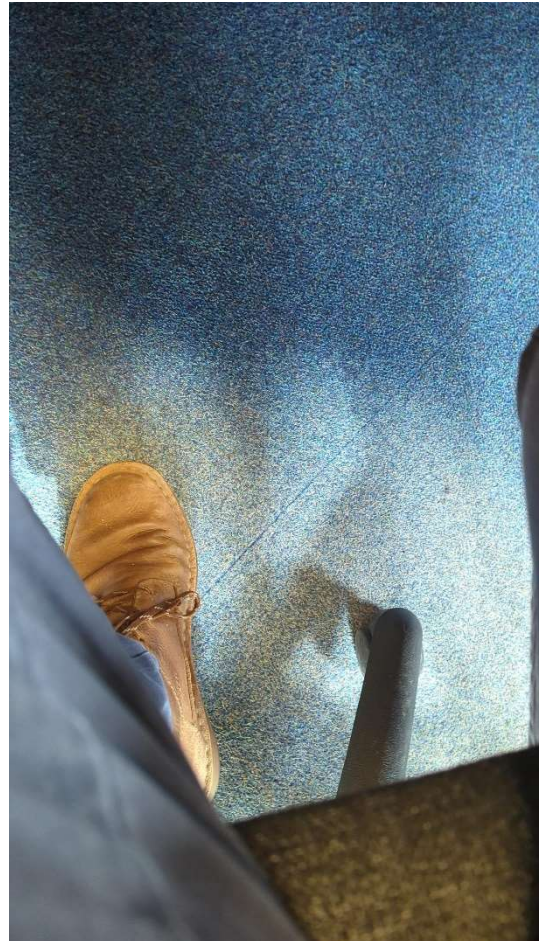
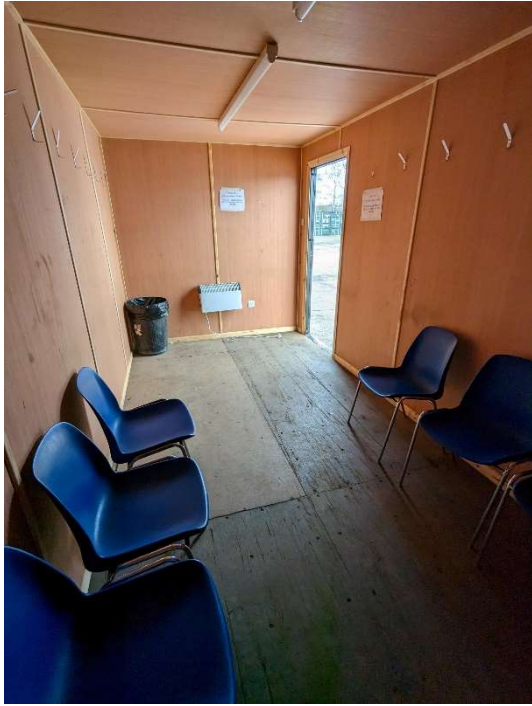
1 No. 20ft As new container Hire £2.25 plus VAT
Delivery £110 plus VAT
Collection £110 plus VAT
Padlock Deposit (refundable)

The Staffs FA Head of Delivery, Football Services, said that the Football Foundation could look at a grant for the containers, which he can discuss with the council if needed. Two like-for-like quotations for appropriate storage containers from different suppliers would be required and if they are pre-owned/refurbished, they must come with 12 months warranty.

The Foundation will only fund the purchase of new or fully refurbished storage containers with a minimum 12-month warranty. They are unable to fund the cost of rented or leased storage containers. The statutory fees payable for securing planning permission may be included within the application as a project cost.

The Foundation will award a maximum grant of £25,000 that does not exceed 75% of the total project costs.





Tamenund
Piccadilly Lane
Upper Mayfield
DE6 2HP

16 March 2023

For the attention of the Clerk to Rolleston on Dove Parish Council
Mrs Mary Danby
32 Hillcrest Rise
Burntwood
Staffordshire. WS7 4SH

Development in Rolleston on Dove

Dear Clare Stewart

Many thanks for the opportunity recently to talk about the possibility of my clients (Mrs Hardy, Mrs Prince and Mrs Fearn) who owns land just outside the settlement framework boundary in Rolleston on Dove to potentially bring forward a development proposal in Craythorn Road.

We discussed whether there might be any interest on the parish council of considering a development proposal that helped to deliver the aims and objectives of the Rolleston on Dove Neighbourhood Plan.

Most important is an opportunity to assist the parish council in delivering one of its main aims in the Neighbourhood Plan namely:

“To build upon the appeal of Rolleston on Dove Parish by promoting the best use of its assets through sympathetic development and accessibility for all whilst maintaining its historic character.”

My clients are flexible in the type of development that could be brought forward on their site and appreciates that it lies outside the settlement framework boundary that shapes most new development in Rolleston on Dove. What is most important is that it assists in delivering Neighbourhood Plan objectives and must be commercially deliverable. Initial thoughts are around a mixed use development, including housing that meets local needs, plus social/community infrastructure which the village needs.

My clients recognises your Neighbourhood Plan guidance that:

“Community engagement is best focused on the pre-design stage, so that the community’s knowledge informs the design process.”

At this stage therefore I am asking whether there is a possibility to present my clients’ ideas to the parish council to establish whether there is an opportunity to bring forward a development which supports your Neighbourhood Plan objectives.

If you are interested in meeting to explore potential development opportunities my clients and I would be happy to present to the parish council at a forthcoming parish council meeting to see if there is an opportunity to work in partnership for the benefit of Rolleston on Dove.

Yours sincerely

Albert Golding MRTPI



STAFFORDSHIRE
POLICE

Rolleston Parish Council Meeting

April 2023

Crime

% Change in the Last 12 Months

11%▲

69 from 62 (7)

Reported Crime Over Time

Occurred Reported Validated



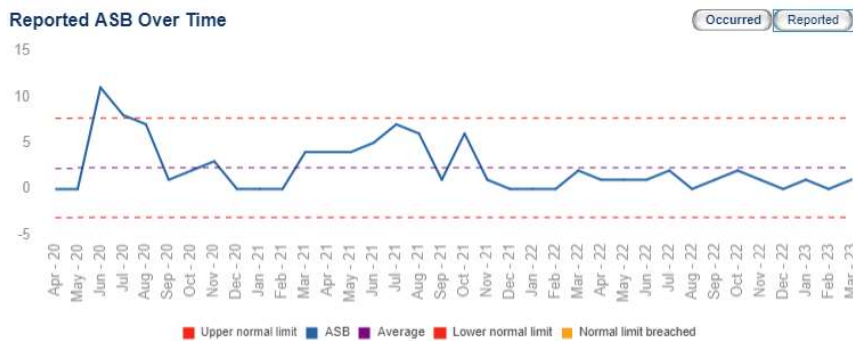
Offence	Crimes	Difference	% Change
More Serious Violent Crime with Injury	2	2	
Other Serious Sexual Offences	1	1	
Rape	0	0	
Public Order	7	5	250%
Other Offences	3	2	200%
Theft From Motor Vehicles	3	2	200%
Theft Of Motor Vehicles	2	1	100%
Other Theft	13	6	86%
Burglary Residential	6	2	50%
Other Violence against the person	17	-3	-15%
Less Serious Violent Crime with Injury	10	-2	-17%
Burglary Business and Community	1	-1	-50%
Criminal Damage (exc Arson)	3	-3	-50%
Vehicle interference	1	-2	-67%
Drug Offences		-1	-100%
Personal Robbery		-2	-100%

ASB

% Change in the Last 12 Months

-69%

11 from 36 (-25)



Community engagement

Smart Alert

Be SMART and Keep Updated – Get FREE, Localised Crime Alerts and Community Safety advice by utilising the Staffordshire Smart Alert App. This is available FREE and is available for both Apple and Android devices. You can also get Email alerts through the following website; www.staffordshiresmartalert.uk/staffs//

This Report Must be submitted, reviewed and authorised by the Ward Sgt or in their absence the LPT Commander or Deputy before release to the Parish clerk or before presentation at the meeting.

The Report must be emailed to the NPT Commander and stored on the R drive in the East Staffs community Engagement Folder – Parish councils.

Your local officers are –

PCSO 16626 Adam Evans
PCSO 8974 Sarah Leadlay