



Rolleston on Dove Parish Council

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

12 June 2023

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 19 June 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/2023/00513 and P/2023/00544	The East Lodge Hall Grounds	Application under Section 73 to vary Condition 2 attached to planning application P/2022/01158 to amend the previous approval by proposing a carport (rather than a garage), a reduced driveway area, relocation of steps and the inclusion of a glazed link between the underground multi use room

P/2023/00515	18 Church Road	Demolition of existing front conservatory to facilitate the erection of a single storey front extension
P/2023/00531	Winter House Hall Grounds	Felling of one Laurel tree (Tag 583), felling of one Holly tree (Tag 586), felling of one Sycamore tree (Tag 587), felling of one Sycamore tree (Tag 590), selectively prune back low level growth to around 3 metres above ground level to give clearance to shrubbery beneath of one Laurel tree (Tag 579), remove larger deadwood only of one Sycamore tree (Tag 580), central stem to be reduced to a post pruning height of approximately 6-7 metres to limit leggy growth and consolidate of one Holly tree (Tag 582), crown lift low section of crown over the drive so that post pruning there is around 3 metres clearance above drive surface of one English Yew tree and clear Laurel and Aucuba shrub within a radius of 1 metre from trunk base (Tag 584), removal of central clump around Sycamore with tag 587, the clump closest to Holly tree with tag 586 reduce stems to around 4 metres above ground level, cutting back to near points of current regeneration and allow to regrown and clump closet to Laurel with tag 589 remove of one Laurel tree (Tag G588), removal of dead and dying back branches within the crown of one Laurel tree (Tag 589), target prune to remove entirely the lowest whorl or branches, leaving the largest wound of around 90mm in diameter at a point that the adjacent trunk diameter is around 320mm and subordinate the leading section of the secondary stem on the south eastern side reducing the height of the leading stem by around 1 metre resulting in pruning wounds of around 30mm in diameter and remaining secondary growth extending roughly due south towards the drive should be reduced by around 1 metre of one English Oak tree (Tag 591) and cut back small diameter basal Sycamore suckers and selectively removing and cutting back Holly saplings and Laurel regeneration and sever Ivy off one Sycamore tree (Tag 592)
P/2023/00551	Ravenswood Tutbury Road Rural	Conversion and extension of existing detached outbuilding into annex accommodation, within garden land including installation of solar panels
P/2023/00592	The Old Hall Hall Grounds	Felling of one Eucalyptus tree

P/2023/00649	The Croft Burnside	Reduction in height to 1 Cypress tree to be reduced in height by 6 - 7m leaving a finished height of circa 7m (T1), re-pollarding of Willow tree to original points of cutting, around 4m of growth to be removed (T2), reduction all around by 4-5m to 1 Sycamore tree (T3)
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4. To consider the Minutes of the meeting held on 16 May 2023 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments as at 12 June 2023

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Village Fayre Society	S137 donation (agreed at May 2023 meeting)	BACS (Pd 17/05/23)	100.00	0.00
Post Office	Postage stamps	Debit Card (Pd 19/05/23)	98.00	0.00
Burton Tree Care	Burnside tree works: Willow and Limes	BACS (Pd 25/05/23)	875.00	0.00
P Gould	Mowing contract	BACS	1,327.99	0.00
Manor park Nurseries	Compost (Jamie's Island planters)	BACS	22.50	3.75
IONOS Cloud Ltd	RPC Website	DD	6.46	1.08
O2	Council mobile	DD	20.80	3.47
Clerk	Salary and expenses	BACS	1,253.96	0.33
HMRC	2023/24: 1 st quarter NI/PAYE	BACS	1,241.67	0.00
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock: £186.00 Elizabeth Avenue playing field - remove fly tipped cuttings: £86.40 Brook Hollows – metal railings: £2,496.00 (Donor funds)	BACS	3,968.89	661.48
Woodside Nurseries	Summer planting of Burnside troughs	BACS	400.00	0.00
O2	Council mobile	DD	20.80	3.47
		TOTALS	9,336.07	673.58

7.2 Bank reconciliation as at 31 May 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	66,967.70	2,108.09	69,075.79
	LESS Expenditure	(71,124.38)	(0.00)	(71,124.38)
31 May 2023	Bank Statement	75,168.97	89,148.72	164,317.69

7.3 Earmarked Reserves as at 31 May 2023

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/04/2023 £
Environmental improvements	2,360.39	(50.00)	2,310.39
Brook Hollows	45,272.31	(5,525.00)	39,747.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(25,627.69)	18,879.88
Total	109,272.38	(31,202.69)	78,069.69

8. Receipts/payments to 31 May 2023 (Enclosure 2)

9. Communications Strategy (Deferred - Minute No. 18 refers) (Enclosure 3 – to follow)

10. Rollestonian insert

The Rolleston Civic Trust have asked that the council consider the following proposal:

At present, the PC produce a separate insert for each Rollestonian that details news, events, etc. This information can often duplicate information that is published elsewhere in the Rollestonian.

The Civic Trust Committee have discussed this and suggested that we incorporate Parish Council information within the main Rollestonian booklet. We could allocate four pages within the booklet for the PC to put forward anything they want. This would obviously save the PC some money.

The current cost of the insert is £145 per edition. Increasing the number of pages of the Rollestonian does incur us costs. We can offer to incorporate the PC's four pages of information for £100, saving the PC £45 per edition, £180 a year.

The pages would, of course, be white like the rest of the publication and the PC would have to stick to the same publication deadlines as every other village organisation.

Can you let me know the outcome of this proposal and hopefully we can apply this for the Autumn edition.

11. To agree the council's priorities for 2023/24 (Deferred – Minute No. 21 refers) (Enclosure 4)

12. S106 Sport England funds

The ESBC Dove Ward councillors had offered at the previous meeting to speak with Mark Rizk, ESBC's Head of Service regarding the S106 Sport England funds:

"We did ask if ESBC would be willing to pay both sides of the legal fees rather than just their side as a good will gesture to get things moving again. However, given the estimated costs for the PC are only in the region of £1500, they were not willing to do so."

It appears Deed of Variation is indeed the way forward. Mark suggests the next step, given the pitch report received by the PC, and the views of the football team would be a meeting between PC, ESBC, Bellway and Sport England, which ESBC are happy to facilitate if the PC asks them to arrange. However, in order to do this the PC would need to know what it wants to do with the money instead and be able to justify it at the meeting."

13. Annual footpath walks

To agree the dates when the annual footpath walks will be undertaken.

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 Supporting the delivery of Health and Wellbeing initiatives with town and parish councils

The SPCA have emailed parish and town councils:

“SPCA are delighted to be able to announce that via funding provided by Staffordshire County Council in partnership with them that will focus on supporting Health and Wellbeing Initiatives with Parish and Town Councils. Many Town and Parish Councils are already actively working in this area and SPCA hope to champion good practice, toolkits and practical help for Councils considering work in this area. Many Councils are also completing work of this nature without realising this, the project also seeks to understand and document the vast contribution of the sector. Please see attached letter from Victoria Wilson, Staffordshire County Council Cabinet Member for Communities and Culture with further information about the project.” (Enclosure 5)

15. Exclusion of 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 Tuesday 16 May 2023 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

ESBC Councillors Lock and Smedley

Mary Danby, Clerk

Public Forum

ESBC Councillor Lock introduced himself and Councillor Smedley as two of the three Dove Ward councillors. He said that the third Ward Councillor, Councillor Gaskin had sent his apologies.

Councillor Lock mentioned three funding streams (Councillor Community Fund, Village Enhancement Programme and Community Regeneration Fund) which the Council had yet to decide if these would be available for this financial year, more information would be provided once the decisions had been made.

1. Election of Chair

Resolved That Councillor Stewart be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Sanderson be elected Vice Chair for the ensuing year.

3. Apologies for absence

Councillor Sharples and the two Youth Representatives.

4. Declarations of Interest and Dispensations

None declared.

5. Appointment of Committees, Sub-Committees and Working Groups

Committee / Sub-Committee / Working Group	Current Membership
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart

6. Appointment of representatives on Outside Bodies

Outside Body	Representative(s)
RoDSEC	Cllr S McManus
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr Stewart

7. Village area allocations

Resolved That village areas allocated to councillors to monitor against the two contract specifications are as follows:

Area	Councillor
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane and Beacon Road	Simon Appleby
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Bob Houston
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vivien Sharples
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"> ▪ Church Road ▪ Knowles Hill and Rolleston Road ▪ Station Road 	Vivien Sharples Simon Appleby Clare Stewart

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal
P/2023/00028	35 Burnside	Display of 1 externally illuminated fascia sign and 8 vinyl window graphics
No objection		
P/2023/00477	10 Station Road	Erection of a first floor side extension, conversion of part of garage to form dining room/kitchen and formation of new openings
No objection		
P/2023/00481	Coppice View 10 Lodge Hill	Installation of underground oil tank
No objection		
P/2023/00526	Alderbrook Lodge Burnside	Reduce a group of Laurel trees by 50% leaving finished height approximately 4 metres (T3), pollarding at around 7 metres of one Self Set Mature Sycamore tree (T8), reduce one Corkscrew Willow tree by 3 metres and removal of any large deadwood (T9) and felling of a group of Cypress trees (T10)
No objection		

9. Minutes

Resolved That the Minutes of the meeting held on 11 April 2023 be approved and signed as a true record.

10. Matters arising

Minute No. 189 (Minute no. 170.3.10 (3rd bullet point))

Councillor Stewart said she would contact the resident regarding the Leylandii tree as they had not advised their decision.

Minute No. 190.3.3 Community Library

Councillor S McManus noted that the risk assessment had highlighted a need for a sign saying "Children to be supervised by parents" to be put on the library – he undertook to provide and install the sign.

Minute No. 200.7 Footpath 14

The Contractor had reported that he was unhappy with the gate closure and that he would rectify this free of charge.

12. Councillors' reports

12.1 Councillor S McManus reported that the Rollestonian of the Year online nominations form was live on the website and had been publicised on the Facebook page.

12.2 Councillor E McManus noted that areas of grass maintained by ESBC around the village had not been cut. Councillors said that this was probably due to the County Council asking local authorities to engage in the "No mow May" campaign.

12.3 Councillor Sanderson reported that the Spread Eagle Island had been planted with more drought resistant plants and that the Burnside troughs will be planted with Summer plants this month.

Councillor Appleby reported that he had been approached by a member of the public who was willing to contribute towards the cost of installing more planters on the Burnside railings. **Agreed** that the cost for 4 No. planters and liners to match the existing planters be obtained, together with the cost of planting on the same pattern as the existing ones.

Councillor Sanderson said that the Rollestonian of the Year nomination box had been taken to Rolleston Club.

12.4 Councillor Houston reported:

- The dog bin at the Forest School Street play area was too small and was always full. **Agreed** That ESBC be requested to install a larger dog bin.
- He had spoken to Bellway's Managing Director and Site Manager and they had confirmed a completion date of December 2023 for the Rolleston site and that ground works would be completed in August 2023.
- He had spoken with a contractor working on the former Brookhouse Hotel and he had requested that updates of works being done be provided to the council.

12.5 Councillor Robson said that there had been a near miss for someone coming out of Fiddlers Lane from the allotments – this had been reported to Staffordshire Highways.

12.6 Councillor Appleby had cut the hedge by the footbridge on Brookside following a complaint from a member of the public that it was unsightly.

12.7 Councillor Stewart:

- Said thank you on behalf of the council to Janet Sanderson and Karin Kay for the maintenance of the Spread Eagle Island.
- The tree surgeons would be working on the Willows and Lime trees on Burnside on 17/18 May.
- A site meeting had taken place on the grass verge outside the Co-op with the County Councillor, Staffordshire Highways Officers, a resident and RPC representatives to discuss the potential installation of posts to prevent people from parking on the verge and causing damage. The resident expressed an interest in contributing to the cost of installing posts,

with the remainder of the cost being met by the parish council and the County Councillor. The Highways Officers explained that the posts and their installation must be to a specification which they would provide and licences would need to be approved prior to installation.

- She had met with the Contractor at the Craythorne Road playing field. The new additional posts had been installed but the Contractor had raised concerns with Amey's work on the rest of the car park. **Agreed** That Councillor Stewart would contact Amey to complain about the poor workmanship and that the specification provided by them had been incorrect as additional posts had had to be purchased and installed.
- A complaint had been received regarding lack of access onto the Craythorne Road playing field for mobility impaired people and those with pushchairs, wheelchairs, etc. **Agreed** That quotations be sought for (a) an accessibility kissing gate to replace the existing stile from the car park to the playing field and (b) the removal of the stile and installation of the accessible kissing gate.

13. Annual Governance and Accountability Return (AGAR)

13.1 Section 1 – Annual Governance Statement 2022/23

Resolved: That:

- 13.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 13.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 13.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 13.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 13.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 13.1.6 The council had 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.
- 13.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 13.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Resolved That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2023 be approved and the Chair be authorised to sign the document.

13.2 Section 2 – Accounting Statements 2022/23

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2023 be approved and that the Chair be authorised to sign the document.

14. Public Rights period for the 2022/23 Annual Governance and Accountability Return (AGAR)

Resolved That the Public Rights period be as follows:

Date of announcement: 01 June 2023

Public Rights period: 05 June – 14 July 2023 inclusive

15. Financial Matters
15.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Noticeboard Company Cumbria Ltd	1 No. Coronation plaque	BACS (pd 17/04/23)	238.80	39.80
Amazon	IT accessory (replacement mouse)	DC (pd 18/04/23)	17.98	3.00
RoDSEC	S137 Grant: King's Coronation - floating Lily pad	BACS (pd 24/04/23)	100.00	0.00
Kim Squires Internal Audit Services	Internal Audit 2022/23	BACS	163.64	0.00
ESBC	Brook Hollows (Donor funds): Grounds maintenance £3,120.00 Installation of duck feeding area £2,790.00	BACS	5,910.00	985.00
Ricoh UK Ltd	Photocopier: Qtrly rental £113.41 Qtrly Copy charges: £128.57	BACS	241.98	40.33
Rialtas Business Solutions Ltd	Alpha accounts software – annual support and maintenance licence	BACS	193.77	32.29
Freeola	Village website: Qtrly hosting charge	DD	13.86	2.31
P Gould	Mowing contract £1,327.99 Strim Brook banks £65.00	BACS	1,392.99	0.00
Clerk	Salary and expenses	BACS	1,322.06	0.17
S Appleby	Reimbursement: Coronation bunting	BACS	78.94	13.12
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
O2	Council mobile	DD	20.80	3.47
Viking	Stationery	BACS	77.12	12.85
Bottle Kiln Design	Bus shelter (final invoice)	BACS	7,727.40	1,287.90
J Deacon	Environmental contract: £1,200.49 Craythorne barrier lock/unlock: £180.00 Handrail repair, bridge by Almshouses: £92.40	BACS	1,472.89	245.48
Burton Conservation Volunteers	Works undertaken at Brook Hollows (Donor funds)	BACS	600.00	0.00
Clerk	Reimbursement: McAfee Anti-Virus software renewal	BACS	79.99	13.33
Hilton Main Construction Ltd	Additional posts and end caps for Craythorne Road playing field	BACS	1,394.00	232.33
BHIB Ltd	Insurance renewal 2023/24	BACS	1,152.09	0.00
		TOTALS	22,204.30	2,912.38

Resolved That the above payments be approved.

15.2 Bank reconciliation at 30 April 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	46,093.00	55.09	46,148.09
	LESS Expenditure	(48,203.86)	(0.00)	(48,203.86)
30 April 2023	Bank Statement	77,214.79	87,095.72	164,310.51

Resolved That the above was a true record.

15.3 **Earmarked Reserves**

Resolved That the council's Earmarked Reserves (EMRs) at 30 April 2023 were:

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/04/2023 £
Environmental improvements	2,360.39	(50.00)	2,310.39
Brook Hollows	45,272.31		45,272.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(24,548.12)	19,959.45
Total	109,272.38	(24,598.12)	84,674.26

15.4 **Bank account signatories**

The council was requested to nominate a Councillor to replace Mrs Toon as a signatory to the council's Bank accounts (four signatories are required, the signatories were currently Councillors Houston, Sanderson and Stewart).

Resolved That Councillor Appleby be nominated as a signatory to the council's Bank accounts.

16. **Receipts/payments to 30 April 2023**

Resolved That the report be noted.

17. **Dedicated email accounts (Minute No. 95 10 October 2022 refers)**

The council considered a report containing advice from the Joint Panel on Accountability and Governance (JPAG) on the importance of secure email systems and gov.uk; quotation from IONOS for dedicated email accounts and a quotation from Parish Online for a new website with a gov.uk domain.

Resolved That:

- Dedicated email addresses be arranged through IONOS for three Mail Basic 5 bundles at a cost of £1.00 per bundle plus VAT per month for the first 12 months, then £2.00 per month per bundle plus VAT.
- The quotation for a new website with a gov.uk domain be declined.

18. **Communications (Minute No. 170.3.2 13 March 2023 refers)**

Councillors suggested that photographs of work done by the council and its contractors should be published as things that have been done, i.e. publicise the positive. It was also noted that the council had previously agreed to put a list of councillors on the noticeboards.

Agreed That:

- This item be deferred to the next meeting.
- The council's Community Engagement policy be circulated to all Councillors for information.
- The list of communication methods suggested by NALC/SLCC be provided by Councillor Stewart for the next meeting.
- The proposal from the Civic Trust that the Rollestonian insert be included within the Rollestonian and not as an insert be deferred to the next meeting.

19. S106 Sport England funds / Football Foundation (Minute No. 194 11 October 2022 refers)

The council received a Football Assessment Report on the Craythorne Road football pitches provided by the Staffordshire FA and asking if the council wanted to look at the Football Foundation's Pitch Improvement Programme (PIP) funding.

Resolved That the council receive the report and that it declines to apply for PIP funding as the cost of the recommended works is cost prohibitive.

20. Local Council Award Scheme

The council was asked if it wished to apply for the Local Council Award Scheme (Foundation Level) at a cost of £50 (registration fee) and an £80 accreditation fee.

Resolved That the council does not wish to make an application as the benefit to the village was considered to be negligible.

21. Council priorities 2023/24

Deferred to the next meeting.

22. Review of policies

Resolved That:

- a) No amendments are required for the Anti-Fraud & Corruption Policy.
- b) No amendments are required for the Members and Officers Subsistence/Mileage Policy 2023/24.
- c) Standing Order No. 29(d) be amended to read: "The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the local High Schools serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the Schools."

23. Correspondence

23.1 Staffordshire Parish Councils' Association (SPCA)

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

23.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

23.3 Friends of John of Rolleston Community Day 2023

Resolved That:

- Permission be given for the use of the Elizabeth Avenue playing field for car parking for the Community Day on 10 June 2023, however the council reserves the right to withdraw this permission if the ground is too wet.
- The council declines to make a donation towards the day's attractions.
- The council may wish to have a stall at the event.

23.4 **Rolleston Village Fayre**
Resolved That a donation of £100 be given to help fund the Rolleston Village Fayre 2023.

23.5 **Doveside WI**
Resolved That permission be given for Doveside WI to hold a small picnic on The Croft on 24 August 2023.

24. **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.

25. **Complaint: mowing contract**
The council agreed a response to a member of the public regarding a complaint about the mowing contract and the communication to be sent to the contractor.

The meeting closed at 9.47pm

Signed

Date

DRAFT

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

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	Actual to 31/05/23 £
100	Income			
1076	Precept	87,700	90,331	45,166
1090	Interest Received	173	180	105
1100	Grants & Donations Received	10,946	-	16,360
1110	Council Tax Support Grant	1,665	1,665	833
1200	Garden rents	125	125	125
1220	Allotment rents	20	20	20
1250	Football pitch fees	50	50	-
1270	SCC: Annual grass cutting	3,700	3,848	4,465
1280	Insurance claim settlement	607	-	-
1999	Other income	43,745	-	-
	Income	148,732	96,219	67,073

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	Actual to 31/05/23 £
200	Administration			
4000	Staff salary	18,408	18,776	2,454
4020	Employer's National Insurance	1,344	1,450	-
4030	Payroll Services	95	110	-
4050	Use of Home as Office	178	178	30
4100	Insurance	1,141	1,141	1,152
4110	Audit Fees	543	574	164
4120	Photocopier: Rental/Maint.	378	378	95
4121	Photocopier: Copy charges	313	400	107
4125	Stationery	240	225	91
4127	Village Directory	183	200	-
4130	Postage	371	450	264
4140	Council mobile	183	211	35
4150	Subscriptions	567	650	617
4160	Training	30	500	-
4180	Room hire	300	300	-
4190	Mileage expenses	113	100	18
4195	Parking fees	2	10	1
4200	Play areas	10,000	6,000	112
4205	Craythorne barrier: Lock/unlock	1,825	1,825	305
4210	RPC website	125	175	10
4211	Village website	46	60	12
4220	IT / Software	271	390	228
4230	S137 Expenditure	-	100	200
4240	Mowing contract	15,088	17,000	3,192
4250	Bin emptying	4,077	4,590	1,148
4260	Trees	2,706	4,000	875
4265	Plants for planters	750	825	-
4270	Environmental contract	12,351	16,650	2,086
4275	R&M and Out of Scope works on RPC land	-	5,000	-
4280	Bus shelter	-	-	15,982
4300	Projects	10,000	4,500	82
4310	Professional fees	4,150	4,000	-
4320	Capital expenditure	-	800	-
4330	Other administration	2,562	1,500	70
4999	Contingency	2,579	3,000	345
	Expenditure	90,919	96,068	29,675
	TOTAL EXPENDITURE	90,919	96,068	29,675
	TOTAL INCOME	148,732	96,219	67,073
	NET INCOME OVER EXPENDITURE	57,813	151	37,398

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2023 £	Movement in funds to date £	Funds as at 31/05/23 £
320	Environmental improvements	2,360.39	- 50.00	2,310.39
322	Brook Hollows	45,272.31	- 5,525.00	39,747.31
325	Play Areas	17,132.11		17,132.11
327	s106 College Fields	44,507.57	- 25,627.69	18,879.88
	TOTAL	109,272.38	- 31,202.69	78,069.69

Funds statement as at 31 May 2023

Total funds held in bank accounts	£ 164,317.69
LESS Earmarked Reserves	-£ 78,069.69
Available funds	£ 86,248.00

Draft project priorities 2023/24

Ref	Project - Brief description	Project Status	Remaining or Next Actions and Funding/Resource required	Completed Actions
1	Tafflands woodland and paths - Maintenance and management of trees and paths, planting of native flora e.g. Bluebells, installation of bird boxes	In Progress	Scraping clean of mud and stoning / levelling of path from top end of Craythorne field to metal bin in the middle section of Tafflands - J Deacon work awaiting dry weather (see 14). Fencing and ditch improvement works to address waterlogging around new bridge area (that leads to Footpath 14) through to Craythorne Road ditch on hold until post nesting season in October	2 x tree maintenance sessions held and wood chippings spread on paths Stoning and levelling of part of path from car park through Tafflands heading towards Footpath 14 partially completed - done by SCC as part of road works compensation Bluebells planting done and some are growing through in the area nearest Meadow View - funded by Donor Gate and path from Tafflands to Footpath 14 replaced and raised to improve drainage and accessibility completed - funded by successful Grant application from TTTV Scraping clean of mud and stoning / levelling of path from top end of Craythorne field to metal bin in the middle section of Tafflands - J Deacon quotation agreed Fencing and ditch improvement works to address waterlogging around new bridge area (that leads to Footpath 14) through to Craythorne Road ditch - J Deacon Successful application to use S106 monies for new equipment
3	Renew / refurbish existing play equipment at Meadow View play area - incorporation of accessible and younger children's play equipment	In Progress	Using S106 funding - planning permission granted for extension to play area incorporating younger children's accessible equipment and also resurfacing of existing play area - starts Jun 2023. <u>Painting of existing equipment and railings to be considered</u>	
6	Jinny Trail - maintenance and management	In Progress	Further tree work required to deal with overhanging Ash up on top of bank leaning over resident's garden shed - October 2023?	Thinning, removal and maintenance of trees done by contractors in 2 separate sessions in 2022 and 2023
10	Craythorne car park refurbishment - surface, railings, removal of old portacabin	In Progress	Additional S106 funding additional posts purchased for J Deacon to install at the very far area near where the portacabin was on hold at present - conversation needed with SCC / Amey over quality of work done which is incomplete and has left loose posts, damaged posts and unlevelled railings - being progressed via County Councillor White	Car park stoned and tidied from the tarmac section through to the far end by SCC as part of road works compensation Railings replaced using S106 monies and SCC labour as part of road works compensation Old portacabin removed by SCC as part of road works compensation Used S106 funding additional posts purchased for J Deacon to install around the gate entrance area
14	Request to ensure bridge from Forest School Street play area to Craythorne is electric wheelchair compatible and stoned path to access to Tafflands	In Progress	J Deacon to create stoned path area and level up at end of concrete apron from bridge to field - awaiting dry weather Quotation by J Deacon to tackle drainage issues in top area close to entrance from Forest School Street play area waiting for dry weather ESBC have 3 quotations to replace bridge - funding 50/50% by PC / ESBC - review at June 2023 meeting	Quotation by J Deacon accepted to tackle drainage issues in top area close to entrance from Forest School Street play area PC agreed to J Deacon's quote to create stoned path area and level up at end of concrete apron from bridge to field
18	Request for accessibility gate onto field from car park to replace stile	In Progress	Quotation for kissing gate and installation of this by J Deacon to be considered at June 2023 meeting	May 2023 PC agreed to progress quotations
20	Additional planters along Burnside	In Progress	Request received to be allowed to fund additional planters from residents on Burnside Will need to be put to the Civic Trust if agreed as they fund 50% of the planting	PC meeting May 2023 agreed to source quotations for additional planters, plants, additional liners and installing of these
7	Clean Brook and banks on Burnside and deal with willows - plant succession trees for ageing Willow trees??	In Progress	Owners of Spread Eagle chased twice to look at the Willow on their side - no response	Meeting with David Hughes from EA to review Brook, trees and banks and what PC is allowed to do held in April 2023. Banks may be cleared, removal of Himalayan Balsam, cleaning and painting of railings permitted Tree Surgeon quotation to pollard 2x willows on Burnside roadside and maintenance Limes accepted - date to be done was 17th/18th May 2023
4	Outdoor gym equipment to be located at Tafflands, Meadow View and Elizabeth Avenue play areas			
9	Repaint and repair white railings and posts on Burnside, Brookside and leading to The Lawns		Significant cost and work required to posts before railings can be addressed	Meeting with David Hughes from EA to review Brook, trees and banks and what PC is allowed to do held in April 2023. Banks may be cleared, removal of Himalayan Balsam, cleaning and painting of railings permitted Footbridge to The Croft cleaned and painted, repair to handrail done by J Deacon and white railings on Burnside washed down by PC for Coronation PC agreed for J Deacon to inspect periodically and monitor
11	Aging bus shelter on Knowles Hill		Roof felt is completely falling off now!	
16	Provide stoned path from end of tarmac path from Forest School Street play area to Meadow View play area for ease of access (extremely muddy at present) <u>Addition of extra seating / table for play park users</u>		Consider using remaining S106 funds that are left to progress this when play park has been installed or possible project for variation of Sports England condition if permitted	
17	Cattle dock wall requires repair to prevent it falling down		C and R Baker applying for lottery funding	
19	S106 Sports England monies - progression of how to deal with condition to build changing rooms at Craythorne Field		Discuss and agree how to move forward with putting proposal to the village to request variation, how this would be managed and projects it might cover	May 2023 agreed to decline to progress the pitch improvement funding application proposal from Staffs FA ESBC Councillor Lock confirmed with Mark Rizk at ESBC that variation is the next step and legal fees would have to be paid by RPC

My Ref: VW 006 / TL

Your Ref:

Date: 31 May 2023

Dear colleague

Re: Supporting the delivery of Health and Wellbeing initiatives with Town and Parish Councils

As you are aware, Staffordshire has a three-tier local government structure, consisting of more than 180 Town and Parish Councils, the County Council, and 8 District and Borough Councils.

Staffordshire County Council (SCC) has a long and successful history of working with Town and Parish Councils (T&PCs) and we recognise that small impacts in local areas can add up to a major effect on improving health and wellbeing across our County. I thank you for the considerable activities already delivered to benefit your local communities, as we recognise these efforts and would like to promote and celebrate these achievements in the coming months ahead.

We would like to continue to support and assist the leadership role of T&PCs in the local health and wellbeing agenda and help it to go further if we can. Our officers have undertaken research to understand what T&PCs are interested in doing locally, and the barriers that can prevent this.

The feedback from those we spoke to has been extremely positive. An overwhelming majority indicated that they are particularly interested in this area and would be keen to do more, subject to available resources and additional support being provided.

We are therefore pleased to inform you that we have been able to invest in additional capacity, through creating a dedicated post and developing a programme of work, in partnership with Staffordshire Parish Councils Association (SPCA). Many of the sector are already members of SPCA, however importantly we will ensure that this support is available to all T&PCs, regardless of their membership status.

This programme of work will support Staffordshire T&PCs to champion the health and wellbeing agenda. The support will include the following elements:

Enclosure 5

- Influencing, inspiring and facilitating activity in new areas, sharing best practice, and identifying interventions available to all – including those with reduced resources.
- Helping to align this work to other key work with partners, such as the Voluntary Sector (VCSE).
- Seeking and supporting ways to collaborate more within the sector on this key issue.
- Developing a bespoke health and wellbeing toolkit to help explore what is possible and take it forward.
- Producing online promotional visuals and materials for you to use and physical materials for joint campaigns with the voluntary and community sector.
- Being able to bring national expertise to bear in Staffordshire, helping you to explore opportunities.
- Understanding what training and other support for T&PCs you need around this agenda.
- Supporting access to funding opportunities.

We very much hope that you will get involved in supporting the programme as it evolves and look forward to working with you and your colleagues on this agenda. I wanted to write to you to let you know this resource is coming, but we will write to you again in the near future to confirm more detail about the support available and how you can make use of it.

In the meantime, if you have any queries, please do not hesitate to contact myself or Tilly Flanagan (Lead Commissioner – Supportive Communities, Public Health and Prevention) – tilly.flanagan@staffordshire.gov.uk

Yours sincerely



Victoria Wilson
Cabinet Member for Communities and Culture
Councillor for Kinver Division

Enclosure 5