

Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07908 545412 (Office hours)
Email: rollestonpc@outlook.com
<https://rollestonondovepc.co.uk>

Our Ref: MD

04 September 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 11 September 2023 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

ROLLESTONIAN OF THE YEAR AWARD 2022

Councillor Stewart will present the Rollestonian of the Year Award 2022 to Graham Jacks.

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. **Co-option applications**
4. **Planning matters**
 - 4.1 **Planning applications**

Application No.	Location	Proposal
P/2023/00703	Burton Road Farm Burton Road	Erection of a detached garage, conversion and extension to existing garage to form Annex, and single storey front extension and porch to existing dwelling

P/2023/00779	The Hollies Chapel Lane	Conversion of existing first floor store to form a games room including the installation of conservation roof lights and solar panels to the existing roof, along with the partial demolition and rear single-store extension of the existing carport including the replacement of the existing roof and a new entrance gate
P/2023/00937	The East Lodge Hall Grounds	Application under Section 73 to vary Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) 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 and the proposed extension, with ground level garden above the new subterranean areas
P/2023/00982	The East Lodge Hall Grounds	Application under Section 19 of the Planning (Listed Building/Conservation Areas) Act 1990 to vary Condition 2 of P/2022/01163 (extensions and alterations to existing dwelling) 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 and extension, with ground level garden above the new subterranean areas

5. To approve the Minutes of the meeting held on 10 July 2023 (Enclosure 1)
6. Matters arising from the previous meeting
7. To approve the Minutes of the Planning Committee meeting held on 07 August 2023 (Enclosure 2)
8. Contracts Working Group: Verbal update following the meeting held on 04 September 2023
9. Councillors' reports
10. Financial matters
 - 10.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
To retrospectively approve the payments made during the Summer recess:				
Staffordshire Wildlife Trust	Contribution to Brook Hollows lake restoration	BACS (pd 11/07/23)	10,000.00	0.00
Playdale Playgrounds Ltd	Engineer visit to assess surfacing around embankment slide	BACS (pd 20/07/23)	180.00	30.00
Sutcliffe Play Ltd	Replacement seats and chains for Meadow View swings	Debit Card (pd 25/07/23)	533.76	88.96
IONOS Cloud Ltd	RPC website	DD	5.99	1.00

Freeola	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,251.96	0.00
P Gould	Mowing contract £1,327.99 Brook: bank strimmed £65.00 Meadow View: area around play area mowed £24.00	BACS	1,417.99	0.00
St Mary's PCC	OGSR Hire (April – June 2023)	BACS	60.00	0.00
O2	Council mobile	DD	20.80	3.47
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock £186.00 Brook Hollows – Brid mouth fence (Donor funds) £4,977.54 Tafflands slide and high hut / Out of Scope works (itemised on invoice) £307.20	BACS	6,671.23	1,111.87
Staffordshire Parish Councils' Assn	Planning training fee (1 delegate)	BACS	36.00	6.00
Mazars LLP	2022/23 Audit fee	BACS	504.00	84.00
P de Jager & Sons Ltd	Daffodil bulbs (Brook Hollows – Donor funds)	Debit Card (pd 17/08/23)	117.18	19.53
Tutbury Crystal	Rollestonian of the Year Award 2022	Debit Card (pd 18/08/23)	68.00	11.33
Cartridge Shop UK Ltd	Printer cartridges	Debit Card (pd 21/08/23)	39.84	6.64
Payments due as at 04 September 2023				
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,243.86	0.00
HMRC	NI/PAYE 2 nd qtr 2023/24	BACS	1,241.67	0.00
J Deacon	Craythorne car park lock/unlock: £186 Environmental contract: £1,200.49 Craythorne: Install kissing gate £573.60 Tafflands: Repairs to fire damaged High Hut: £1,098.00 Remove branches from Brook: £30 Craythorne: Railings/posts: £679.20	BACS	3,767.29	627.88
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Freeola	Domain name (Auto-renewal)	DD	13.30	2.22
Playsafety Ltd	RoSPA Inspection Reports (Craythorne, Elizabeth Avenue and Tafflands)	BACS	299.40	49.90
TOTAL			28,820.11	2,046.11

10.2 Bank reconciliation as at 31 August 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	79,161.80	13,300.89	92,462.69
	LESS Expenditure	(147,652.66)	(11,009.10)	(158,661.76)
31 August 2023	Bank Statement	10,834.79	89,332.42	100,167.21

10.3 Earmarked Reserves as at 31 August 2023

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 31/08/2023 £
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(30,650.60)	14,621.71
Play areas	17,132.11	(5,668.25)	11,463.86
S106 College Fields	44,507.57	(44,507.57)	0.00
Total	109,272.38	(81,315.42)	27,956.96

11. Receipts/payments to 31 August 2023 (Enclosure 3)

12. Conclusion of Audit for the year ended 31 March 2023

Mazars LLP, the council's external auditor, completed the 2022/23 audit with no comments or recommendations for the council to consider.

The Notice of Conclusion of Audit and AGAR Sections 1, 2 and 3 were published on the council's website and the noticeboards and on 14 August 2023.

13. Sport England funds

- To receive a verbal update from the Chair on her recent conversation with Mark Rizk, ESBC's Head of Corporate and Environment Services regarding the council's request for the variation of the S106 condition on how the funds should be used and the process to be completed prior to a meeting being arranged with Sport England, Bellway, ESBC and the parish council.
- To approve the actions and plan agreed at the informal council meeting held on 07 August 2023 (Enclosure 4).

14. S106 funds

To retrospectively approve the application to ESBC for the drawdown of the remaining S106 funds (£2,099.75) to be used for the following items on the Meadow View play area and open space:

- Repair and repaint the original play equipment
- Purchase and install 1 No. bench
- Install a new land drain
- Purchase and install 1 No. replacement litter bin

The total cost of the above items is £2,703.82 plus VAT, the shortfall (£604.07) will be funded from the Play Areas Earmarked Reserve.

15. RoSPA Annual Inspections (Enclosures 5A and 5B)

16. Social Media & Electronic Communications Policy (Revised) (deferred from the previous meeting) (Enclosure 6)

17. Tafflands CCTV Proposal

ESBC's Mobile Enforcement CCTV Officer has offered to install a CCTV camera at the Tafflands play area. The camera would be in situ for an initial period not exceeding four weeks.

If the council wishes to accept this offer, the Officer requires an application to be completed giving permission for the camera to be used, the Parish Council would also be required to purchase signage advising that CCTV recording was in progress on the site.

18. Staffordshire Parish Councils' Association: Annual General Meeting

The Annual General Meeting (AGM) of the Staffordshire Parish Councils' Association (SPCA), which will be held on Monday 30 October 2023 at 7pm, in the Trentham suite at Staffordshire Place 1, Tipping Street, Stafford ST16 2LP.

Nominations are invited for membership of the SPCA's Executive Committee; Motions for Debate at the meeting are also invited – both forms should be returned to the SPCA by 29 September 2023. The council's representative is expected to attend the AGM and speak to any Motion submitted for debate.

The SPCA also ask that the names and email addresses of any councillors who wish to attend the AGM be submitted to them by 20 October 2023.

19. The Local Government Boundary Commission for England (LGBCE): Consultation on draft recommendations for division boundaries in Staffordshire (Enclosure 7)

20. Correspondence

20.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

20.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

21. 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

22. Quotations (Enclosure 8)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 10 July 2023 commencing at 7.30pm**

Present

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

In attendance

ESBC Councillors Gaskin and Lock
Rachel Anderson, Locality Officer East Staffordshire, Support Staffordshire
T Salmon
4 Friends of Brook Hollows
Clive Baker, Rolleston Station Heritage Group
E Fenn and E Hetherington, Youth Representatives
Mary Danby, Clerk

Support Staffordshire Volunteer Awards 2023

Rachel Anderson, Locality Officer East Staffordshire presented certificates to Tim Salmon and the Friends of Brook Hollows.

Public Forum

No comments or queries were put to the council.

42. Apologies for absence

Councillors Badcock and Houston.

43. Declarations of Interest and Dispensations

None declared.

44. Planning matters

44.1 Planning applications

Application No.	Location	Proposal
P/2022/01332	4 Station Road	Remodelling of dwelling including raising of ridge height, part one and a half storey and single storey side and rear extension, including front and rear dormers, front porch canopy and alterations to existing access (Revised)
No comment		
P/2023/00658	Land opposite Norwood Cottage Hall Grounds	Application under Section 73 to vary Condition 2 (Plans) and Condition 8 (Materials) attached to the Detailed planning application P/2021/01193, for the erection of a detached dwelling to amend the proposed roof tiles
No comment		
P/2023/00674	Alder Brook Barn 62 Church Road	Felling of one Silver Birch tree, crown reduction by up to 1.5 metres of one Silver Birch tree (T2), two Cherry trees (T3) and (T5) and one Sycamore (T4)
No objection		

P/2023/00677 No objection	Doveland Anslow Lane	Raising of ridge height to facilitate a first floor front extension and forward facing dormer and the erection of a two storey front gable extension
P/2023/00688 No objection	Spread Eagle Hotel Church Road	Pollarding and crown reduction by removing 4 metres off every branch of one Willow tree
P/2023/00737 No objection	20 Brookside	Erection of a front porch and flood barrier
P/2023/00744 No objection	Lavender Cottage Chapel Lane	Reduction by 1.5m to one Rowan tree (T1), reduction by 3-4m to one Birch tree (T2), felling of 2 Cherry, 1 x multi-stem Lilac, 2 x Ash (T3, T4 and T5)

45. Minutes

Resolved That the Minutes of the meeting held on 19 June 2023 be approved and signed as a true record.

46. Matters arising

Minute No. 31.5 (First bullet point)

It was noted that despite a recent trimming, the hedge was encroaching onto Station Road and was reducing visibility for drivers. **Agreed** that the issue be reported to Staffordshire Highways.

It was also noted that the hedge from the Dovecliff Hotel towards Stretton village was very overgrown and needed to be cut back. **Agreed** that the issue be reported to Stretton Parish Council.

Minute No. 34 Communications Strategy

It was noted that the agreed amendment to the Social Media and Electronic Communication Policy did not meet the council's intentions and it was **agreed** that the policy remain unaltered temporarily and that the reworded proposed text be considered at the September meeting.

47. Councillors' reports

47.1 County Councillor White had provided the following update via email:

I have a couple of highways updates which although not in Rolleston itself, may be of interest to parishioners.

Wetmore Road, Wharf Road and Hawkins Lane are going to be subject to overnight closures 8pm to 6am this week while structural repairs of key areas is carried out. This is prior to those roads receiving a new top surface later this year.

The A38 Claymills junction will be undergoing a full structural maintenance, drainage, kerbing and resurfacing scheme commencing 21 August and due to complete on 16 September. This will mean overnight closures running from 9pm -5am on most nights.

As ever, please let me know if there is anything else you would like to discuss and I will be happy to help.

47.2 ESBC Councillor Lock reported that the Councillors Community Fund (CCF) had been launched; the Community Regeneration Fund (CRF) was currently on hold and the Village Enhancement

Programme had been renamed Ward Enhancement Programme (WEP) and was likely to launch in the Autumn. He said that an upper limit of £50,000 per application would be applied and applications will need to be match funded.

ESBC Councillor Gaskin said that he was a member of the CCF Panel which would next meet on 10 July, he added that an £1,500 upper limit per project had been applied for the current financial year.

47.3 Councillor Sanderson reported that:

- The Spread Eagle Island plant sale on Garden Sunday had raised £136. A donation of £25 had been donated to the Garden Sunday charity and the remaining proceeds would be used to plant a mixture of Allium, Crocus and Narcissus bulbs ready to flower next Spring and a King Charles III rose had also been purchased to be planted later this year.
- As Chairman of the Rolleston Almshouses Charity:
 - He thanked the council for giving permission for a skip to be temporarily sited on The Croft.
 - Reported that the Trustees had expressed concern regarding two trees on the boundary of the Almshouses with The Croft, one tree was on The Croft and the other on the Almshouses property. The trees need maintenance as they are very overgrown. The Trustees asked that the council obtain quotations for the necessary tree works and the Trust would pay 50% of the cost of those works. **Agreed** that the council obtain quotations as requested by the Trust and that the offer of 50% of the total costs be accepted. (Councillors Robson and Sanderson would meet on site with tree surgeons, quotations to be sent to the Clerk.)

47.4 Councillor Robson reported that he would be meeting with both WIs at the Platinum Orchard to discuss creating a herb garden, this would be maintained by the WIs once established. The contractor's assistance was requested with creating the area which would be separated from the mowing area. **Agreed** that Councillor Robson be given authority to work with the WIs regarding the proposed herb garden and that he liaise with the contractor so that a quotation could be provided for consideration at the September meeting.

47.5 Councillor Appleby:

- Suggested that the council could post on the council's website and Facebook page issues that Councillors and the Clerk had reported to Staffordshire Highways. Councillors felt that this would not be beneficial. **Agreed** that a post be uploaded signposting how people could report issues themselves to the appropriate Authority.
- Asked that the contractor be permitted to remove the cuttings from an overgrown hedge on the Brook near the Co-op, the work would take approximately one hour. **Agreed** that the contractor be authorised to do this work.
- Asked who was responsible for removing ESBC planning notices which were left in situ around the village. ESBC Councillor Gaskin said that he would take this query to the Planning Department and report back to the next meeting.

47.6 Councillor Sharples:

- Asked if the white railings by the former Brookhouse Hotel could be looked at as they are not in a good condition. Councillor Stewart advised that these were included in the list of tasks to be undertaken in the Council's Priorities 2023/24.
- Earth had been put on the path from the Spread Eagle car park to the Old School House – Councillors said that they would inspect this area.
- Emily Fenn, Youth Representative had sought work experience at the County Council through Councillor White and this will happen at some point.

47.7 Emily Fenn, Youth Representative reported she and her fellow Youth Representative, Evie Hetherington, had visited the Kindergarten and worked with the children to design a poster; she also reported that the Community Library was being used.

47.8 Councillor Stewart:

- Thanked everyone for all they had done over the last few weeks.
- A meeting had taken place with Amey where the railings are signed off; Amey will return in the Autumn to replant with new Hawthorn whips and re-stone/re-lay some parts of the car park surface where it is going into holes or needs MOT dust. It was noted that under the railings needs to be levelled, stone removed and seeded. **Agreed** that a quotation be obtained for this work and that another quotation be obtained to provide a stile in the gap to give access onto the playing field.
- Playdale had completed the Meadow View play area works. £2,099.75 S106 funds remained available to drawdown on application to ESBC and it was agreed that these funds should be used to improve the original Meadow View play equipment, etc.
- She had spoken with the person who had asked that an accessible access be provided from the Craythorne car park onto the playing field.
- A resident had suggested that the stiles be numbered to make it easier to report issues as and when they arise. Councillor Stewart undertook to look into this.
- A Clean-up Day would be arranged to take place on a Saturday in September (date to be notified) on Tafflands to clear vegetation and a general tidy up and improve visibility of the area. Both contractors would be required to attend on the day.

48. Financial Matters

48.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
HS Jackson & Son (Fencing) Ltd	Mobility kissing gate kit	DC (Pd 21/06/23)	526.80	87.80
IONOS Cloud Ltd	RPC website	DD	5.41	0.90
ESBC	Reimbursement of Cost of Election	BACS	121.30	0.00
Playdale Playgrounds Ltd	Meadow View play area (balance)	BACS	29,457.76	4,909.63
Clerk	Salary and expenses	BACS	1,245.66	0.00
P Gould	Mowing contract	BACS	1,327.99	0.00
J Deacon	Environmental contract £1,200.49 Craythorne barrier lock/unlock: £180.00 Brook Hollows – paths: £10,560.00 (Donor funds) Cable ties, wood preserver, teak oil: £67.27 Fiddlers Lane (trees removal), Brook (remove hedge cuttings, etc), Craythorne playing field (tree branches removal): £170.40	BACS	12,178.16	2,029.69
Replacement Keys Ltd	Keys for the small noticeboards	DC (Pd 03/07/23)	9.05	1.51
ESBC	Bin emptying: 2 nd qtr 2023/24	BACS	1,377.19	229.53
Microsoft	Annual Microsoft 365 Business Standard software licence	DC (pd 05/07/23)	148.32	24.72
Viking Office UK Ltd	Copy paper	BACS	58.80	9.80
Ricoh UK Ltd	Photocopier (Qtrly charges): Copies £77.38 Rental: £113.41	BACS	190.79	31.80

P Gould	Strimming Brook banks (June 2023)	BACS	65.00	0.00
O2	Council mobile	DD	20.80	3.47
GCL Product Ltd	Rubber grass mats (Tafflands)	DC (Pd 10/07/23)	109.42	18.24
CPA Horticulture Ltd	PlayGrade bark chippings	BACS	380.02	63.34
		TOTALS	47,222.47	7,410.43

Resolved That the above payments be approved.

48.2 **Bank reconciliation at 30 June 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	66,997.70	2,164.88	69,162.58
	LESS Expenditure	(80,036.38)	(0.00)	(80,036.38)
30 June 2023	Bank Statement	66,286.97	89,205.51	155,492.48

Resolved That the above was a true record.

32.3 **Earmarked Reserves**

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

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/06/2023 £
Environmental improvements	2,360.39	(489.00)	1,871.39
Brook Hollows	45,272.31	(7,605.00)	37,667.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(25,627.69)	18,879.88
Total	109,272.38	(33,721.69)	75,550.69

49. **Receipts/payments to 30 June 2023**

Resolved That the report be noted.

50. **Council's priorities 2023/24 (Minute No. 36 refers)**

The updated Priorities list was noted.

51. **Public Footpath 9 – Brook Hollows (Eastern boundary)**

A request had been made that the council consider strimming Footpath 9 where it runs along the Eastern boundary of Brook Hollows. It was suggested that this work be done twice a year (late Spring and early Autumn) and that, if agreed, a quotation be sought for consideration at the September meeting. It was noted that the work had been done; that the area is ESBC land, not parish council and that no further action was necessary.

52. **RPC contracts: Considerations for Councillors**

Councillors considered the Chair's report and it was **Agreed** that:

- The current contracts and specifications should be tidied up.
- Councillors to report back to the Chair by mid-August on their individual areas noting any anomalies or issues in the current specifications which need to be addressed / considered

for the new contract period. The collated information will be considered by the Contracts Working Group when it meets in September.

53. Correspondence

53.1 Staffordshire Parish Councils' Association (SPCA)

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

53.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

53.3 Staffordshire Police

The July Police report was noted.

54. Cattle Dock wall

Clive Baker, Rolleston Station Heritage Group explained that a site meeting had been held following which an acceptable specification had been quoted for. The quotation did not include clearing vegetation or laying a MOT roadstone pathway in front of the wall - the council agreed that its contractor be asked to quote for this work.

The Group were looking to make an application to the Heritage Lottery to meet the cost of the quotation and asked that, if successful, the council place the order as the Group cannot reclaim VAT. The council agreed to this request and gave the Group the go ahead for the application to be made.

55. 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.

56. Tafflands

Councillors noted the actions taken regarding an recent incident and agreed that appropriate precautions had been put in place.

57. Quotations

57.1 Additional planters (Minute no. 12.3 refers)

Deferred to the next meeting.

57.3 Cattle Dock wall

Resolved That the quotation from Gabriel Builders Ltd in the sum of £9,883.00 plus VAT be noted at this stage (see also Minute No. 54 above).

57.4 Fire damaged High hut, Tafflands

Resolved That John Deacon's quotation to repair the High Hut in the sum of £915.00 plus VAT be accepted. It was noted that an insurance claim would be made to cover the cost (less £125 excess which would be funded from Nom. Code 4200 (Play Areas)).

58. Rollestonian of the Year 2022

Resolved That Graham Jacks be announced as Rollestonian of the Year 2022 and that the presentation be made at the September meeting of the council.

The meeting closed at 9.30pm

Signed

Date

**Minutes of a meeting of the Planning Committee
held at the Old Grammar School Room, Church Road
on Monday 07 August 2023 commencing at 7pm**

Present

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

In attendance

One member of the public

PC.1 Election of Committee Chair

Councillor Appleby was elected as Planning Committee Chair.

PC.2 Apologies

Councillors Robson and Sharples; E Fenn (Youth Representative) and the Clerk.

PC.3 Declarations of interests and dispensations

Councillor Appleby declared a non-pecuniary interest in Application No. P/2023/00628.
Councillor Stewart declared a non-pecuniary interest in Application No. P/2023/00839.

PC.4 Planning matters

PC.4.1 Planning applications

Planning Application No.	Address	Proposal
P/2023/00628 No objection	Elderberry Barn 1 Brookside Court Brookside	Listed Building Consent for the installation of new flue with weather cowl to new stove, installation of EV charging point on adjacent wall, installation of replacement timber windows & door (repaint existing windows & door in the short term), painting of existing external doors, garden gate and garage door and installation of a satellite dish
P/2023/00758 No objection	21 The Lawns	Conversion of existing garage into living accommodation, erection of a new attached single storey garage extension to the side and internal alterations
P/2023/00776 No objection	31 Burnside	Erection of a single storey rear extension
P/2023/00816 No objection	The Lodge Chapel Lane	Re-pollard four small leafed Lime trees
P/2023/00839	Land adjacent to Coney Grey South Hill	Application under Section 73 to vary Condition 2 (Plans) attached to the planning permission P/2022/00419 for the erection of a new dwelling and garden room to raise to ridge height, installation of solar panels, parapet wall around the flat roof and installation of air source heat pump

Comments:

1. The council queried why the applicant is seeking an increase to the ridge height which would then set it higher than its adjacent neighbour going up the road (Faversham House) – previous decision on Application P/2022/00419 had rejected this (Conditions 2 and 11) – no reason noted for the requested height increase.
2. Concern raised over potential privacy impact on neighbours from request to install a parapet wall around the flat roof with French doors leading onto this roof.

P/2023/00850

10 Station Road

Felling of three Yew trees and prune/trim back one Yew tree (The Topiary) by 1 metre

No objection

The meeting closed at 7.25pm

Signed

Date

DRAFT

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

Nominal Code	Description	Actual 2022/23 £	Budget 2023/24 £	2023/24 Projected YE £	Actual to 31/08/23 £
100	Income				
1076	Precept	87,700	90,331	90,331	45,166
1090	Interest Received	173	180	500	289
1100	Grants & Donations Received	10,946	-	16,360	16,360
1110	Council Tax Support Grant	1,665	1,665	1,665	833
1200	Garden rents	125	125	125	125
1220	Allotment rents	20	20	20	20
1250	Football pitch fees	50	50	350	350
1270	SCC: Annual grass cutting	3,700	3,848	4,465	4,465
1280	Insurance claim settlement	607	-	835	835
1999	Other income	55,498	-	-	-
	Income	160,485	96,219	114,651	68,441

Nominal Code	Description	Actual 2022/23 £	Budget 2023/24 £	2023/24 Projected YE £	Actual to 31/08/23 £
200	Administration				
4000	Staff salary	18,408	18,776	18,776	7,056
4020	Employer's National Insurance	1,344	1,450	1,450	321
4030	Payroll Services	95	110	110	-
4050	Use of Home as Office	178	178	178	74
4100	Insurance	1,141	1,141	1,152	1,152
4110	Audit Fees	543	574	584	584
4120	Photocopier: Rental/Maint.	378	378	378	189
4121	Photocopier: Copy charges	313	400	350	172
4125	Stationery	240	225	225	173
4127	Village Directory	183	200	200	-
4130	Postage	371	450	450	264
4140	Council mobile	183	211	211	87
4150	Subscriptions	567	650	637	617
4160	Training	30	500	30	30
4180	Room hire	300	300	240	60
4190	Mileage expenses	113	100	100	42
4195	Parking fees	2	10	10	3
4200	Play areas	2,774	6,000	6,000	1,241
4205	Craythorne barrier: Lock/unlock	1,825	1,825	1,825	765
4210	RPC website	125	175	175	25
4211	Village website	46	60	60	23
4220	IT / Software	271	390	352	352
4230	S137 Expenditure	-	100	200	200
4240	Mowing contract	15,088	17,000	15,936	6,746
4250	Bin emptying	4,077	4,590	4,590	2,295
4260	Trees	2,706	4,000	4,000	1,037
4265	Plants for planters	750	825	825	419
4270	Environmental contract	12,351	16,650	12,000	5,087
4275	R&M and Out of Scope works on RPC land	-	5,000	5,000	953
42890	Bus Shelter	-	-	15,982	15,982
4300	Projects	-	4,500	2,500	82
4310	Professional fees	4,150	4,000	-	-
4320	Capital expenditure	-	800	-	-
4330	Other administration	2,238	1,500	1,000	266
4999	Contingency	2,579	3,000	2,000	345
	Expenditure	73,369	96,068	97,526	46,640
	TOTAL EXPENDITURE	73,369	96,068	97,526	46,640
	TOTAL INCOME	160,485	96,219	114,651	68,441
	NET INCOME OVER EXPENDITURE	87,116	151	17,125	21,801

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/23 £	Movement in funds to date £	Funds as at 31/08/23 £
320	Environmental improvements	2,360.39	- 489.00	1,871.39
322	Brook Hollows	45,272.31	- 30,650.60	14,621.71
325	Play Areas	17,132.11	- 5,668.25	11,463.86
327	s106 College Fields	44,507.57	- 44,507.57	-
	TOTAL	109,272.38	- 81,315.42	27,956.96

Donor funds

Funds statement as at 31/08/23

Total funds held in bank accounts	£ 100,167.21
LESS Earmarked Reserves	-£ 27,956.96
General Reserves	£ 72,210.25

**Notes of an Informal meeting of Rolleston on Dove Parish Council
held on Monday 07 August 2023**

Sport England funds – Meeting notes/plan

Agreed actions:

1. Governance

- a) Agreed that this project will be run as a Working Group
- b) Working Group will be formally agreed at the September council meeting
- c) Any or all of the council will be part of the Working Group
- d) Until further notice it will be limited to council members only
- e) Until further notice the Working Group will not meet in public
- f) Meeting frequency, etc will be determined at the first working Group meeting which will be held shortly after the September meeting

2. Workstream 1 – consultation

- a) Agreed that we will ‘timebox’ the process but will allow input from any source. The idea is that we want to end up with the best outcome – not just an outcome from a restricted approach.
- b) A terms of reference will be produced which will give the parameters that ideas must conform to.
- c) Outline dates could be something like:
 - i) Launch on Facebook/website/noticeboards to set the scene – end September
 - ii) Email to all groups in the village outlining the process – end September
 - iii) Official launch with an invitation to send in ideas – beginning October
 - iv) Insert into Rollestonian being distributed 01-14 November
 - v) Re-launch/publicise on all channels – early November
 - vi) Deadline for ideas – 21 November
 - vii) Public meeting – 27 November
- d) At the public meeting we will present a shortlist of ideas which fit the criteria and briefly talk through each. We can invite questions/discussion but need to keep this quite tight. We then ask those present to indicate their preference.

3. Workstream 2 – The plan

- a) Agreed that we will establish a set of criteria up front that the final decision will be made from to avoid any accusations of bias.
- b) At this stage we will not use a consultant. Once we understand better what we are producing we will write this between us. Further down the line a consultant may be useful for a planning application or such like.
- c) We should start the proposal now with the background material that we already have.

4. Workstream 3 – Stakeholder management

- a) Clare agreed to contact Mark Rizk to:
 - i) Update on our approach
 - ii) Establish clear criteria that ESBC are looking for
 - iii) Establish the key contacts at Sport England and Bellway
- b) Agreed that we will ask the new Borough Councillors to nominate one member to be our point person and maybe attend our Working Group meetings.

RoSPA Inspection Report 2023
Finding and Actions

RoSPA Report Findings by Area	Item	Finding	Priority	Action Status Update	RoSPA action suggested	PC proposed action	Cost
Craythorne Playing Fields	Goals	Paintwork is poor	Low (4)		De-scale back to base and repaint with lead free paint - repairs may be needed where corrosion is bad	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Craythorne Playing Fields	Goals	Grass Surface is wearing	Low (4)		Repair	Meet P Gould to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Gate (rainbow colour)	Surface trip points	Low (6)		Make these level to avoid trips	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Seat damaged and eye bolt needs replacing	Medium (7)		Monitor and replace when hard surface is exposed	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Some chain wear	Medium (7)		Monitor and replace before 40% wear	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Paintwork in poor condition	Low (5)		De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Floor surface has holes	Low (5)		Repair	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Damaged Support	Low (3)		Monitor	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Swing Mixed Bay	Distance between side seat and support not sufficient	Low (3)		No requirement to make change as before current legislation	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Ramp with grind rails	Tarmac raised	Medium (8)		Modify surface	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Grind Rails	Spacing and falling issues	Low (4)		No practical action identified for issues found	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Quarter pipe ramp	Transition between ground and unit exceeds 5mm	Medium (12)		Modify	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Quarter pipe ramp	Surface	Low (7)		Coat driveway and quarter pipe steel surfacing with anti slip paint	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Quarter pipe ramp	Surface has corrosion	Low (6)		Treat and repair	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Skate Quarter pipe ramp	Barriers not safe distance	Low (4)		Tighten bolts and further work may be needed	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Climber Frame	Floor surface is wearing	Low (3)		Repair surface	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Basket Ball Post	Post cap is missing	Low (3)		Replace	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Basket Ball Post	Post signage needed	Low (4)		Needs warning notice about jewellery and climbing	Same as last year.	
Elizabeth Avenue	Slide	Welds cracked and support bracket at slide run-out is detached	Medium (8)		Repair	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Slide	Slide chute condition	Low (6)		Monitor	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Slide	In poor condition and reaching end of life	Low (6)		Replacement programme needed	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Slide	Barrier spacing is not right distance	Low (3)		No action possible	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Goal Post	Nets damaged	Low (3)		Replace nets	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Goal Post	Paintwork in poor condition	Low (4)		De-scale back to base and repaint with lead free paint - repairs may be needed where corrosion is bad	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Multiplay	Timber is decayed on wooden treads	Medium (8)		Replace affected parts	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Multiplay	Paintwork in poor condition	Low (6)		De-scale back to base and repaint with lead free paint - repairs may be needed where corrosion is bad	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Elizabeth Avenue	Multiplay	Surface has small holes or dips	Low (3)		Repair	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Meadow View	General area	Signage	Low (6)		Inspector noted there are other parts to this play area with signage. There is a "No Dogs" sign. Consider an ownership sign with contact details for reporting incidents and maintenance issues	We have PC ownership signage and new sign added to new gate.	
Meadow View	Gate (rainbow colour)	Bolt for older gate is missing.	Low (7)	In Progress	Potential entrapment but recommend installing a bolt.	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Fencing Bow top	Loose in ground	Low (7)	In Progress	Reset	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Climbing Frame	Cracked welds	Medium (8)	In Progress	Repair	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Climbing Frame	Bolts Loose	Medium (8)	In Progress	Tighten bolts	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Climbing Frame	There is an obstacle in the falling space or minimum space	Medium (8)		The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes. The balance beam has the metal surrounds and in turn is 1.2m from the overhead ladder that could reasonably be climbed upon.	No action can be taken.	
Meadow View	Climbing Frame	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	Medium (8)	Complete	The protective surface under all bars and rings must be kept in good condition	Completed as part of S106 monies allocated to Meadow View Play Area extension project	
Meadow View	Climbing Frame	Paintwork is in poor condition	Low (5)	In Progress	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Swings	Paintwork is in poor condition	Low (5)	In Progress	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Swings	Older design of swings potential cracking to monitor	Low (6)	In Progress	This older design of swing must be monitored for cracking at the connection point between up right and cross bar. No cracking noted but monitor for corrosion and replace swings if necessary.	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Swings	Wear in the bushes	Medium (9)	In Progress	Remove shackle bolt , check bush and pin wear - replace if necessary	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Swings	Bird fouling present	Medium (8)	In Progress	Consider fitting an anti-bird strip or upward-facing cable ties to top bar to prevent birds from landing	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Meadow View	Swings	Loose eye seat bolts	Low (6)	In Progress	Tighten connecting nuts.	Will be looked at/repared as part of S106 remaining monies allocated to Meadow View Play Area.	
Tafflands	Cable Way(Zip wire)	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.	Medium (8)		Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Cable Way(Zip wire)	There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.	Medium (12)		Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially at ground or foundation level.	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Cable Way(Zip wire)	Spring stops are damaged and have slipped down to very end of cable.	Medium (8)		Replace	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Cable Way(Zip wire)	Surface repair needed	Medium (12)		Repair	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Cable Way(Zip wire)	Cable guards missing	Low (4)		Replace	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Low Den Play house	Timber is decayed	Low (6)		Replace affected parts	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Suspended balance beam	Chain locked connectors notched	Medium (8)		Replace worn parts	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Suspended balance beam	Bolt(s) missing	Medium (10)		Replace Bolts	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	

RoSPA Inspection Report 2023
Finding and Actions

Tafflands	Suspended balance beam	The heavy suspended beam has a profile less than 50 mm radius and both ends need padding	Low (7)		Modify to provide the correct minimum radius. Add pads.	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Swing	Unable to inspect fully due to height	Medium (10)		Ensure item is fully inspected according to manufacturer's instructions, especially for decay in the top bar.	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Swing	Decaying timber and supports - Timber is not in good condition	Medium (10)		Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Swing	The distance between the seat side and the support is insufficient	Low (4)		No reasonably practicable action is identified	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Roller Balance beam	Timber is decayed	Medium (8)		Replace affected parts	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Lounging bar	Timber is decayed	Medium (8)		Replace	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	Play House High Hut	Timber is decayed	Low (3)		Check on regular basis	Meet J Deacon to inspect/advise back. Check if on Contract or move to quotation if required.	
Tafflands	General Area	Dog ban and ownership signs recommended	Low (3)		See https://www.rospa.com/play-safety/advice/signs	ESBC have put up some dogs on leads signage.	

RoSPA Inspection Report 2022
Findings and Actions

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

Council Name: Rolleston on Dove Parish Council
Council Address: c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Email Address: rollestonpc@outlook.com
Telephone number: 07908 545412

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables Rolleston on Dove Parish Council (the Council) to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's Facebook page intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- Social media will not be used for the dissemination of any political advertising.
- If it is official Council business **that has not been approved at a full meeting of the Council** it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council **otherwise it will be moderated by the system administrators as appointed by the Council.**

If it is not official Council business it will be moderated by the system administrators as appointed by the Council in accordance with the Social Media and Electronic Communication guidelines.

Social Media and Electronic Communication Guidelines

1. Calendar notices

- a) The Council website contains a diary of events. Regular meetings such as Council monthly meetings, Civic Trust monthly meetings or one off special events such as the Transport Festival, Rollestonbury etc can also be included. Any non-commercial or not for profit organisations that operate within or provide services within the village can request that their meetings or events be included in the diary. Inclusion in the diary does not automatically mean that the event will be further promoted or publicised unless requested.
- b) There is no facility within Facebook for a diary of events.

2. Promoting events

- a) We are happy to promote events for any village group or for activities happening within the village that are non-commercial/profit making. These events must be open to all, whether by ticket or free entry. Rollestonbury, Civic Trust wine tasting, Carols around the Christmas tree would all fit into this. Allotment society social, WI lunch would not but they could be on the calendar. We may occasionally promote events outside of the village – Tutbury, Stretton or TTTV – applying the same non-commercial caveat.

3. Post event news/photos

- a) Any group falling into the category at 2 above may have their own page on the website to show photos or provide updates after their event has taken place. It is their responsibility to provide the photos and reports to the Council administrators for inclusion.
- b) Requests for a page to be added should be made to the Parish Clerk for approval as appropriate.
- c) The Council does not currently report on events that were not organised or run by the Council.

4. Public information

- a) The Council will report notices that are legally required to be brought to the attention of the village, for example notices of forthcoming Council meetings.
- b) The Council will report notices that could impact those living in the village or otherwise be of use, for example road closures, tree works.
- c) The Council will report commercial issues that are considered to be in the interests of the village, for example a temporary business closure such as the Post Office or suspension of a bus service.
- d) The Council will provide updates on Council activities, for example the completion of the Meadow view play area or the erection of the new bus shelter.

- ~~▪ Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.~~
- ~~▪ Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.~~
- ~~▪ Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.~~
- ~~▪ Stay on topic.~~
- ~~▪ Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.~~

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council's Clerk and/or members of the Council by email.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at

the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Council website and Facebook page

Where necessary, we may direct those contacting us to our website to see the required information or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council will not promote commercial organisations on its website or Facebook page, but it will promote village organisations and not for profit organisations where these are of interest to residents.

Parish Council email

The Clerk to the Council has their own council email address (rollestonpc@outlook.com). The email account is monitored during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data Consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copied to the Clerk. **NB:** Any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype, Zoom

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information become available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of

the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible but of course copying in all who need to know and ensuring that email trails have been removed.

Policy adopted: 11 March 2019

Revised: 11 September 2023

DRAFT

Have your say

We are now consulting local people on a new pattern of divisions for Staffordshire County Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Staffordshire we want to hear alternative proposals for a different pattern of divisions.

Staffordshire County Council

Draft Recommendations on the new electoral arrangements

We aim to propose a pattern of divisions for Staffordshire County Council which delivers:

- **Electoral equality:** each councillor represents a similar number of electors.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of divisions should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed division? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of divisions reflect where local people go for shops, medical services, leisure facilities etc?

Write to:

Review Officer (Staffordshire)
LGBCE, PO Box 133, Blyth,
NE24 9FE

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed divisions too large or small to be represented effectively?
- Are the proposed names of the divisions appropriate?

Useful tips

- You can explore the maps on our website at lgbce.org.uk
- We publish all submissions we receive on our website.

Our website:

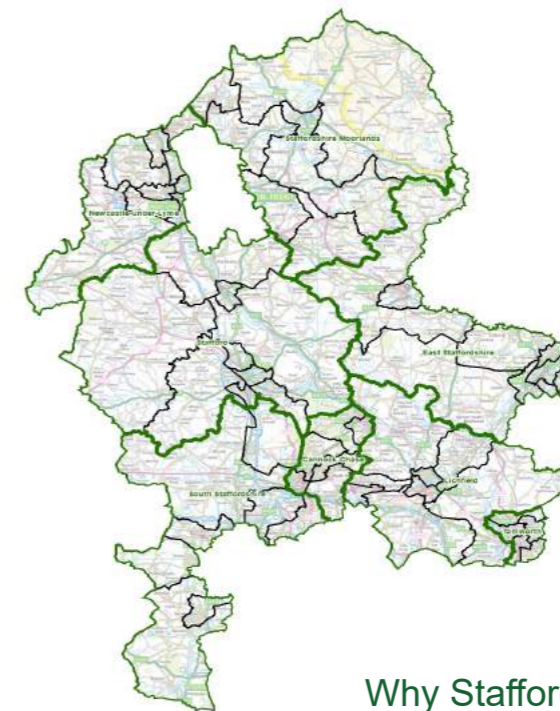
www.lgbce.org.uk/all-reviews/staffordshire

Email:

reviews@lgbce.org.uk

Twitter:

@LGBCE



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's electors ('council size').
- The names, number and boundaries of electoral divisions.
- The number of councillors for each division.

Why Staffordshire?

- The Commission has a legal duty to carry out an electoral review of each council in England 'from time to time'.
- Staffordshire has not been reviewed since 2012 and the Commission has therefore decided that it should review Staffordshire in advance of the elections in 2025.

Our proposals

- We propose that the council should have **62 councillors** in future, with all proposed divisions represented by one councillor.

You have until 16 October 2023 to have your say on the recommendations

Summary of our recommendations

Our draft recommendations propose that Staffordshire County Council should have 62 councillors, the same as the existing arrangements.

Those councillors should represent 62 divisions, with all proposed divisions being represented by one councillor.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of divisions for Staffordshire.

We have considered all of the submissions we received during that phase of consultation. The boundaries of most divisions should change.

An outline of the proposals is shown in the map to the right.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

Have your say at

www.lgbce.org.uk/all-reviews/staffordshire

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

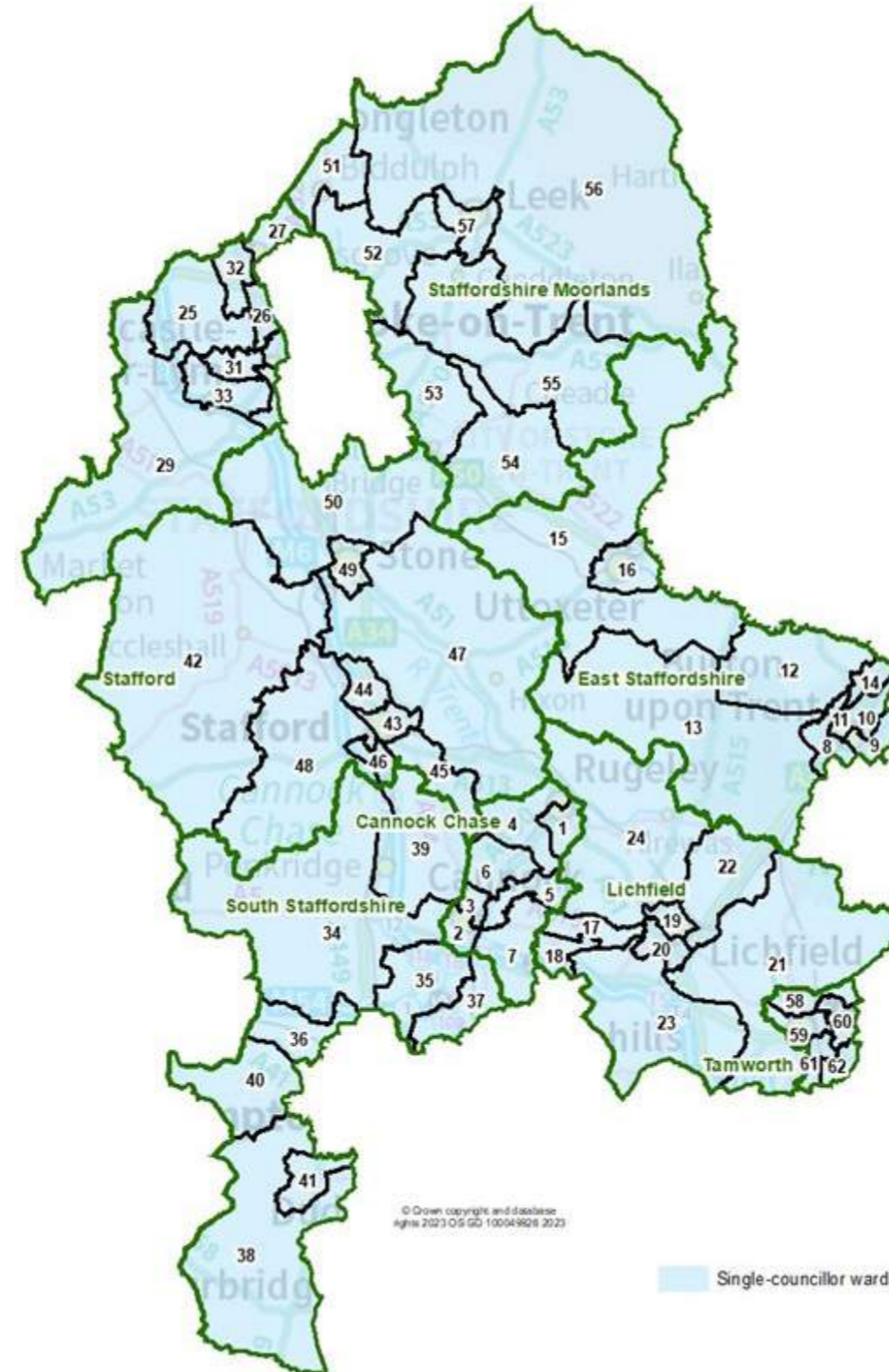
Stage of Review	Description
10 January 2023 - 20 March 2023	Public consultation on division arrangements
8 August 2023 - 16 October 2023	Public consultation on draft recommendations
30 January 2024	Publication of final recommendations
May 2025	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations for Staffordshire County Council

View this map online:

www.lgbce.org.uk/all-reviews/staffordshire

Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)



Number	Division Name	Number	Division Name
Cannock Chase			
	32		Talke & Red Street
1	Brereton & Ravenhill	33	Westlands, Thistleberry & Keele
2	Cannock Town	South Staffordshire	
3	Chadsmoor	34	Brewwood
4	Etching Hill & The Heath	35	Cheslyn Hay Village, Featherstone & Shareshill
5	Hawks Green, Rawsley & Cannock Wood	36	Codsall
6	Hednesford	37	Great Wyrley & Essington
7	Norton Canes, Heath Hayes & Wimblebury	38	Kinver
East Staffordshire		39	Penkridge
8	Burton South	40	Perton
9	Burton Tower	41	Wombourne
10	Burton Town	Stafford	
11	Burton Trent	42	Eccleshall & Gnosall
12	Dove	43	Stafford Central
13	Needwood Forest	44	Stafford North
14	Stretton	45	Stafford South East
15	Uttoxeter Rural	46	Stafford South West
16	Uttoxeter Town	47	Stafford Trent Valley
Lichfield		48	Stafford West & Rural
17	Burntwood North	49	Stone Urban
18	Burntwood South	50	Wedgwood
19	Lichfield City North	Staffordshire Moorlands	
20	Lichfield City South	51	Biddulph North
21	Lichfield Rural East	52	Biddulph South & Endon
22	Lichfield Rural North	53	Caverswall
23	Lichfield Rural South	54	Cheadle & Checkley
24	Lichfield Rural West	55	Churnet Valley
Newcastle under Lyme		56	Leek Rural
25	Audley & Chesterton	57	Leek South
26	Bradwell & Porthill	Tamworth	
27	Kidsgrove	58	Perrycrofts
28	May Bank & Wolstanton	59	The Cotes/Two Rivers
29	Newcastle Rural	60	The Heaths
30	Newcastle South	61	Watling
31	Silverdale & Knutton	62	Wiñecote