

Rolleston on Dove Parish Council

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

04 December 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 December 2023 commencing at 7pm** 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. Flooding (Minute No.107 refers)**
Dave Hughes and Mark Swain, Environment Agency will be attending the meeting to discuss the recent flooding event and to clarify how the £100,000 Government funding will be used.
- 4. Hall Grounds: West gates entrance to the Grounds and the Lodge**
Concern has been raised about the deterioration of the West gates entrance to Hall Grounds and also the Lodge. The East gates are a Listed Building. As the West gates are not being maintained by the owners, the Parish Council and the Civic Trust have been approached. It has been suggested that initially a joint letter from the Parish Council and the Civic Trust could be sent requesting that this situation be addressed. If this fails an application to Historic England to become Listed could be considered. The gates are obviously of significant historical and cultural interest and it is sad to see the decline. Paul Tattersall and Tim Salmon will be attending to the meeting to answer any questions.

5. Rolleston FC

Rebecca Morris, Rolleston FC Secretary has contacted the Parish Council regarding the storage provision at the Craythorne Road playing field. She has advised that they are ready to submit a planning application and have completed all the required documentation for the storage proposal. Due to the long and narrow nature of a shipping container they are proposing to have two immediately side by side with no gap between so it will look almost like one unit, with a total space of 12 metres by 4.9 metres. They only have enough funds currently for one container so would have to consider how they might fund (grants, etc) an additional container in due course; however they want to apply for planning for both at this stage to avoid having to submit another separate application in the future.

Further details of what the Club are proposing and roughly what it would look like are attached **(Enclosure A)**.

The Club hope that the Parish Council supports it in their endeavours as having adequate storage will allow the Club to grow. (They currently have nine active teams and are looking to set up new teams for Reception and Y1 children from John of Rolleston.) They would also look to relocate their defibrillator back to Craythorne once it has a secure place to be kept.

Ms Morris will be attending the meeting to answer any questions.

6. Planning matters

6.1 Planning applications

Application No.	Location	Proposal
P/2023/01208	35 Burnside	Erection of a single storey detached dwelling and associated access (Revised Scheme)
P/2023/01216	30 Shotwood Close	Creation of a new entrance porch
P/2023/01280	90 Hall Road	Erection of a single storey rear extension and part two storey part single storey side extension
P/2023/01303	Mulberry Barn Home Farm Church Road	Felling of one Sycamore tree (T1) and one Rowan tree (T2)

7. To approve the Minutes of the meeting held on 13 November 2023 (Enclosure 1)

8. Matters arising from the previous meeting

9. Councillors' reports

10. Financial matters

10.1 Schedule of payments as at 04 December 2023

Payee	Description	Payment Method	Gross £	VAT £
Reach plc	Public Notice in the Burton Mail inviting tenders for the Mowing and Environmental contracts	Debit Card (pd 16/11/23)	352.08	58.68
National Book Tokens	Electronic book token for the winner of the Community Library poster competition	Debit Card (Pd 21/11/23)	10.00	0.00
The Cartridge People	Replacement printer drum	Debit Card (Pd 21/11/23)	65.90	10.98

Viking Office UK Ltd	Stationery	BACS	27.86	4.64
P Gould	Mowing contract	BACS	1,327.99	0.00
RBL Poppy Appeal	Remembrance Wreath	BACS	19.99	0.00
Glasdon UK Ltd	1 No. Invicta litter bin (Meadow View)	BACS	765.17	127.53
M Robson	Reimbursement: Labels (Jubilee Orchard)	BACS	23.45	3.91
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
David Ogilvie Engineering Ltd	1 No. seat (Meadow View)	BACS	726.00	121.00
HMRC	NI/PAYE 3 rd qtr 2023/24	BACS	1,558.04	0.00
Clerk	Salary and expenses	BACS	2,019.21	0.00
SPCA	Councillor Fundamentals Training fee	BACS	36.00	6.00
J Deacon	Environmental Contract £1,200.49 Craythorne car park lock/unlock £180.00 Jinny Trail: Repairs to steps £124.42 Clean and repaint Jinny Trail sign £54.00 Repairs to Shotwood stiles £126.00 Sand bins refill and removal/disposal of used sand bags £429.60	BACS	2,114.51	352.42
TOTAL			9,052.19	686.16

10.2 Bank reconciliation as at 30 November 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	128,059.55	22,997.08	151,056.63
	LESS Expenditure	(174,211.33)	(11,009.10)	(185,220.43)
31 October 2023	Bank Statement	33,173.87	99,028.61	132,202.48

10.3 Earmarked Reserves as at 30 November 2023

	Opening funds 01/04/2023 £	Available funds 30/11/2023 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	2,099.75
Total	109,272.38	27,299.72

11. Draft 2024/25 Budget and Receipts/Payments to 30 November 2023 (Enclosures 2A, 2B and 2C)

12. Sport England funds: Update

To receive a verbal update from the Chair.

13. Annual Policy Review: Risk Assessment (Enclosure 3)

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 Dangerous parking – Shotwood Close

A Shotwood Close resident sent the following email on 15 November:

“Dear councillors

There has been an increasing amount of cars parking at the entrance to Shotwood Close. They are close to the edge of the parameters of the highway code, but the point I make, is that they are parked on what is essentially a junction.

This means that residents and visitors have to approach the junction on wrong side of the road when exiting the Shotwood Close which is very dangerous and an accident waiting to happen.

People may be using this area to park for the public footpath and dog walking as there are no houses to the entrance to the road. The parked cars are often different, so the those who park there are numerous.

This may be a case for the highways agency, but any support you could give to discourage parking or influence parking restrictions in this area would be greatly appreciated. I am very concerned that an accident is imminent, especially as daylight hours are now shorter and road conditions worsen in the winter.

Thank you for your consideration.”

The Clerk confirmed to the resident that this was a Staffordshire Highways matter and he asked that the issue be raised with County Councillor White on his behalf.

Councillor White responded saying he regularly visits Shotwood Close and he has seen the parked cars referred to. He said that whenever he has visited he would describe the cars as parked inconsiderately rather than dangerously and said that it would be very useful to get some photographic evidence of the issue if possible, adding that parking restrictions are generally only applied where there is a safety issue or where access is being unacceptably impeded and the process of approving them comes at a cost of around £7,000 for the taxpayer so evidence would be needed before taking the matter further. This information was relayed to the resident on 16 November and he was asked to provide photographic evidence which either he or the Clerk could provide to Councillor White.

**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 4)

Rolleston FC – Storage proposal

- To have two 40FT standard Shipping Containers side by side to be placed on the site of the former storage facility
- Containers to be one behind the other (side by side) so when standing on the pitches only one is immediately visible. There will be no accessible gap between the containers so they will look like one unit. Total area space 60 square metres. The proposed storage is not anticipated to take up any more room in the car park than the old storage, this will be placed strategically to minimise impact whilst allowing good access.
- Both containers to be standard end only access
- Both containers to be painted green in colour (pre arrival) to blend in with local surroundings



End View:

Both containers will be placed right next to each other, with no accessible gap between. Access will be from one end only, the ends facing the car park (not the boundary hedges)



Side view:

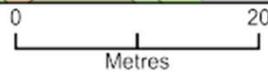
What you will see when standing on Craythorne Pitches

Block Plan



Plan Produced for: Rolleston Football Club
Date Produced: 14 Nov 2023
Plan Reference Number: TQRQM23318091618908
Scale: 1:500 @ A4

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**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 November 2023 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

ESBC Councillors Gaskin and Smedley

E Fenn and M Marsden, Youth Representatives

Mary Danby, Clerk

Public Forum

No members of the public were present.

99. Apologies for absence

Councillors Sharples and Storer.

100. Declarations of Interest and Dispensations

None declared.

101. Planning matters

101.1 Planning applications

Application No.	Location	Proposal
P/2023/01055	Smallholding 8 Tutbury Road Rural	Erection of a two storey side extension with enclosed balcony and single storey rear extension
No objection		
P/2023/01102	4 Alderbrook Close	Demolition of existing rear extension to facilitate the erection of a single storey rear extension, installation of roof light and removal of chimney stack
No objection		
P/2023/01123	33 Burnside	Erection of a two storey side and part first floor rear extension
No objection		
P/2023/01145	Public Open Spaces Shotwood Close	Felling of one Sycamore tree and cut back one Beech tree by 1.5 metres from boundary
No comment (Parish Council's own application)		
P/2023/01174	The Plantation Fiddlers Lane	Coppice to ground level one Ash tree (45cm diameter) (T1), reduce end weight back to sound wood on one Ash tree (90cm diameter) (T2), and coppice to 50cm above ground level one Leylandii (30cm diameter) (T3) of TPO1 Rolleston
No objection		

P/2023/01200	Rolleston Almshouse Burnside	Felling of 1 Ash tree and removal of outer 2 stems and crown reduction by up to 20% of remaining stem of 1 Sycamore tree
No comment (Parish Council's own application)		

102. Minutes

Resolved That the Minutes of the meeting held on 09 October 2023 be approved and signed as a true record subject to the following amendments:

Minute No. 86.4, 3rd paragraph be amended to read "... The Environment Agency **have responsibility for** the lake."

Minute No. 86.7 be amended to read "... despite having **escalated** the issue.....".

103. Matters arising

Public Forum (Rolleston Station Heritage Group)

Councillor Stewart reported that the drafting of the WEP application was in progress.

Minute No. 86.4

It was noted that the de-registration of the Parish Council's association with the lake had been completed.

104. Councillors' reports

104.1 ESBC Councillor Gaskin reported that:

- Arrangements were being put in place for the Stay Warm and Food Banks schemes.
- He had ascertained that the Planning Dept do not remove cable ties where planning notices have been displayed in rural areas.

104.2 ESBC Councillor Smedley reported that the recycling centre would be closed on Monday 20 November and Tuesday 21 November for urgent repairs to the road surface.

104.3 Councillor Peirce said that the hedge on the left-hand side coming down Knowles Hill was badly overgrown and needs to be cut back.

He also said that the Knowles Hill bus shelter was in poor condition and asked what the plans were for it. **Agreed** that this be reviewed in March 2024.

104.4 Councillor Sanderson reported:

- Spread Eagle Island: The volunteers had done maintenance works and had purchased two bags of farmyard manure for the area. They had also weeded around the bus shelter. Around £120 was left from the sale of plants earlier in the year and he said that the volunteers would like to retain these funds to purchase bulbs and plants for the Island. **Agreed** that the Parish Council is happy for the volunteers to retain the funds for this purpose.
- The Station Road hedge was in the process of being cut. **Agreed** that a letter of thanks be sent to the landowner when the hedge cutting had been completed.

104.5 Councillor Appleby reported:

- CCTV had not yet been installed at Tafflands and he was liaising with ESBC regarding this being done.
- He continued to be in liaison with the PCSO regarding arranging Speed Awareness sessions on Knowles Hill/Rolleston Road and Anslow Lane. He referred to parking on double yellow lines around the school which had been reported to the Parish Council by a resident. **Agreed** that this should be reported to the Police and that they be asked to monitor/patrol the area to ensure that people are deterred from doing so.

- The landowner had until 17 November 2023 to remove 200 tonnes of rubble from the Craythorne Therapy and Small Animals Farm, Craythorne Road.

104.6 Emily Fenn, Youth Representative reported:

- The Pop-Up event had taken place at the Jubilee orchard on 10 November.
- More books are needed for the Community Library.
- A competition had been run for the poster design for the Community Library with a £10 book token as a prize for the winner. She asked that the Parish Council approve the purchase of the token – this was **Agreed**.

104.7 Councillor Stewart reported:

- The S106 funds had been released by ESBC to fund the remaining works on Meadow View.
- The Contractor Review meetings had taken place.
- She and Councillor Appleby had met with the Contractor at Elizabeth Avenue to discuss the RoSPA report – actions had been agreed and quotation(s) will be provided for consideration at a future meeting.
- Amey had agreed to the remedial works at the Craythorne Road car park – works under the railings to level the surface ready for grass seeding have been started, the car park surface will be made good and replacement Hawthorn whips will be provided.
- The PCSO had contacted the Parish Council regarding the statistical data reports and asking if Councillors would prefer to access the information themselves on the internet (Staffordshire-PFCC.gov.uk) or if they would prefer that reports continue to be provided. **Agreed** that the Parish Council asks that the reports continue to be provided; it was further **Agreed** that the reports would be circulated to Parish Councillors and not included on agendas going forward.

105. Financial matters

105.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Clear Insurance Management Ltd	Additional premium to add the Coronation bus shelter and the extended Meadow View play area to the council's insurance policy	BACS (pd 17/10/23)	54.15	0.00
P Gould	Mowing contract	BACS	1,327.99	0.00
Revive Recycled Plastics Ltd	Replacement posts for Meadow View open space	BACS	2,805.54	467.59
Freeola Ltd	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,299.66	0.00
Burton Conservation Volunteers	Creation of a new reed bed at Brook Hollows (Donor funds)	BACS	669.99	0.00
J Deacon	Craythorne car park lock/unlock October: £186.00 Environmental contract: £1,200.49 Brook Hollows: Preparation for Daffodils (Donor funds): £960.00 Footpath 14 Ditch improvement works: £120.00 Craythorne playing field – new path from Bellway estate bridge to Tafflands Woods: £1,140.00	BACS	3,890.89	648.48

	Craythorne playing field – replace square post and post and rail fence from entrance to Woods towards Craythorne Road: £294.40			
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
Viking Direct	Postage stamps	BACS	152.94	0.99
Burton Tree Care	Tree works: Jinny Trail (Ash tree overhanging a Walford Road property)	BACS (pd 02/11/23)	280.00	0.00
Woodside Nurseries	Planters refilled for Winter	BACS	425.00	0.00
NALC	Training fee	Debit Card (pd 07/11/23)	39.22	6.54
O2	Council mobile	DD	20.80	3.47
P Gould	Strim Brook banks September £65 Mowed verge near the middle bridge £35	BACS	100.00	0.00
TOTAL			11,086.03	1,130.38

Resolved That the above payments be approved.

105.2 **Bank reconciliation at 31 October 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	125,959.80	22,888.87	148,848.67
	LESS Expenditure	(162,751.47)	(11,009.10)	(173,760.57)
31 October 2023	Bank Statement	42,533.98	98,920.40	141,454.38

Resolved That the above was a true record.

105.3 **Earmarked Reserves**

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

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 31/10/2023 £
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

106. **Draft 2024/25 Budget and Receipts/payments to 31 October 2023**

Resolved That:

- The report be noted.
- A new expenditure line "Flooding" be added to the draft Budget.
- The Clerk to provide a report detailing the effect on Council Tax bands for a number of different precept options for comparison at the next meeting.

107. Flooding incident 20 October 2023

Councillors referred to the problems experienced in the village as a result of Storm Babet. It was noted that the Parish Council is unable to solve the issues but it can put pressure on the Ward County Councillor and the Environment Agency to resolve/alleviate flooding in the village.

Councillor Badcock asked the Parish Council to consider doubling the precept as a one-off as a contribution to the Environment Agency for flood alleviation works for the village. The suggestion did not meet with support and it was **Agreed** that this suggestion would not be progressed as the responsibility lies with the County Council and the Environment Agency.

Agreed That:

- The Environment Agency be pressurised for funding for sand bins, sand bags, sand and signs as these costs are currently met by the Parish Council.
- Fold up/down flood warning signs affixed to street furniture be investigated.
- Consideration be given to laying concrete around the sand bins to make them easier to access in wet conditions.
- "Flooding" be a standard item on agendas going forward.
- Dave Hughes, Environment Agency be invited to attend the next meeting to discuss the recent flooding in the village and to ask him to clarify how the £100k funding from the Government will be used.
- ESBC and the County Council be lobbied for more frequent visits for road sweeping and gully cleaning due to flooding.

108. Sport England funds

Agreed That Councillor Stewart will collate the requested information for submission to Sport England in support of the request for the condition to be varied.

109. Correspondence

109.1 Staffordshire Parish Councils' Association (SPCA)

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

109.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

109.3 Zero Hour re Climate and Ecology Bill

Resolved That whilst the information regarding the second reading of the Climate and Ecology Bill be received without comment.

109.4 Knowles Hill road surfacing improvements

Hadyn Vernon had contacted the council saying that the road surfacing improvements recently completed by Staffordshire Highways had led to increased vehicle speeds and the opportunity to improve highway safety had been missed.

Councillors noted that the email had been copied to County Councillor White and they felt that he would discuss the comments with Highways Officers. It was also noted that Councillor Appleby is in liaison with the PCSO's regarding arranging Speed Awareness sessions on Knowles Hill/Rolleston Road and Anslow Lane (Minute No. 104.5 refers).

109.5 **Station Road flooding**

Councillors noted County Councillor White's response to queries put by a Station Road resident regarding the recent flooding incident.

110. **P/2021/00373 (Minute No. 86.3 refers)**

Councillors discussed the Parish Council's previous submission on the above planning application at length.

Councillors raised concern regarding the amount of water that came off the Application site during the recent Storm Babet and it was felt that the Application could well cause more flooding elsewhere when there is already evidence that:

1. The area where one of the pitches and brick-built amenity blocks is to be positioned was under water and has been before and is therefore not suitable.
2. There is considerable water run-off from the site already in heavy rain, and this is the primary cause for water flowing down the road and into the centre of the village.

Considerably more hardcore for hardstanding is planned in the Application and brick-built amenity blocks which will reduce further the fields ability to soak up rain water and cause more water run off onto Craythorne Road.

Resolved That:

- The drainage paragraph in the Parish Council's original submission should not be amended but the above discussion could be reported when the Parish Council is invited to speak at ESBC's Planning Committee when the application is to be decided.
- The photographs and commentary tabled at the meeting be forwarded to Dave Hughes, (Environment Agency), the County Council's Flood Team, ESBC Planning Officers and the County Councillor.

111. **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.

112. **Contract Review meetings**

Councillors received the Notes from the recent Contract Review meetings.

Agreed That:

- The Lounging Bar located at Tafflands should be removed.
- A request that extra grass cuts where this is needed be considered was not approved as the ground is too wet and more rain was forecast.

113. **Quotations**

113.1 **The Croft**

Resolved That:

Burton Tree Care's quotation in the total sum of £640.00 be accepted to:

- Remove dead Purple Plum tree
- Reduce large Beech tree by 25% and raise crown to 3 metres (by the OGSR)
- Raise crown on small Oak tree to 2.5 metres
- Raise crown on London Plane tree to 2.5 metres

All arisings to be chipped and taken away. Conservation Area Planning Application to be submitted to ESBC on behalf of the Parish Council.

113.2 **Jubilee Orchard**

Resolved That John Deacon's quotation in the total sum of £840.00 plus VAT be accepted to:

- Edge six borders with decking boards, 50mm square pegs
- Cut farmer's hedge, bushes and dead trees and remove from Orchard
- Make and fix product shelf to gate

113.3 **The Croft: Oak tree root**

Deferred to the next meeting.

114. **2024/27 Environmental and Mowing Contracts**

Resolved That the tender documentation (Contracts, Specifications and Maps) be approved on 3-year fixed price for both contracts and the Clerk be authorised to go out to tender.

115. **Staffing Matters**

Resolved Following confirmation from NALC/SLCC that the pay increase for 2023 had been agreed, backdated to 01 April 2023, the increase be applied to the Clerk's salary (scp 20) with immediate effect.

The meeting closed at 9.15pm

Signed

Date

Rolleston on Dove Parish Council
Agreed Projects 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	<p>Quotation agreed to remove saplings growth within woodland backing onto Meadow View to get this under control - waiting for suitable weather to complete work</p> <p>Wood chippings to be obtained to spread on paths - awaiting supply of free ones from tree surgeon when available - will be spread by councillors/residents</p> <p>Need to walk Tafflands with tree surgeons for quotation purposes to then consider to remove any dead, dying or diseased trees and branches - it has been 24 years since this was done last time</p>	<p>2 x tree maintenance sessions held and wood chippings spread on paths - Done</p> <p>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</p> <p>Bluebells planting done and some are growing through in the area nearest Meadow View - funded by Donor</p> <p>Gate and path from Tafflands to Footpath 14 replaced and raised to improve drainage and accessibility completed - funded by successful Grant application from TTTV - Done</p> <p>Scraping clean of mud and stoning/levelling of path from top end of Craythorne field to metal bin in the middle section of Tafflands - Done</p> <p>Fencing and ditch improvement works to address waterlogging around new bridge area (that leads to Footpath 14) through to Craythorne Road ditch - Done</p> <p>Clean Up day held to clear back along entrance from Meadow View to give better access and visibility of play area. Also removed low hanging branches from trees in play area and strim back nettles etc. Cleared area has been grass seeded - Done</p>
3	Renew / refurbish existing play equipment at Meadow View play area - incorporation of accessible and younger children's play equipment	In Progress	Successful application agreed with ESBC for remaining \$106 funds to be used for repairs to existing equipment and railings, painting of railings, extra bench and installation of a drain to improve the very muddy area leading down to the play area from Tafflands. Monies released by ESBC, now awaiting suitable time of year for contractor to do works	Successful application to use \$106 monies for new equipment. Planning permission granted for extension to play area incorporating younger children's accessible equipment and also resurfacing of existing play area. Work started early Jun, completed by end of June 23 - play area was opened in July
10	Craythorne car park refurbishment - surface, railings, removal of old portacabin	In Progress	<p>Quotation awaited for installation of stile in gap created in railings from JDeacon</p> <p>Contractors have returned to sort car park surface and have levelled out under railings, spread top soil and supplied grass seed to be spread in the Spring - quotation needed for final levelling and grass seeding then it can be easily maintained going forward</p>	<p>Car park stoned and tidied from the tarmac section through to the far end by SCC as part of road works compensation</p> <p>Railings replaced using \$106 monies and SCC labour as part of road works compensation</p> <p>Old portacabin removed by SCC as part of road works compensation</p> <p>Used \$106 funding additional posts purchased for JDeacon to install around the gate entrance area - completed</p> <p>Conversation had with SCC / Amey over quality of work done which is incomplete and has left loose posts, damaged posts and unlevelled railings - progressed via Amey and County Councillor White and agreed to redo all the railings</p> <p>Work to redo the railing / posts installation and include the additional posts ordered to ensure equal spacing completed in June to the correct specification of spacing and levelling.</p> <p>Gap put part way along to allow a stile access to be located there from the car park</p>
18	Request for accessibility gate onto field from car park to replace stile	Completed?	Confirm the painting of hatched yellow areas on car park surface adjacent to this gate and the main gate into the field used by the contractors - Do we need this or can this project be closed?	May 2023 PC agreed to progress quotations and the quotation for kissing gate and installation of this by JDeacon approved at June 2023 meeting Gate ordered and work done to install it
7	Clean Brook and banks on Burnside and deal with Willows - plant succession trees for ageing Willow trees??	In Progress	Further work needed on the banks to clear debris, Ivy and saplings	<p>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</p> <p>Tree Surgeon quotation to pollard 2x Willows on Burnside roadside and maintenance Limes accepted - date to be done is 17th / 18th May 2023</p> <p>Owners of Spread Eagle chased twice to look at the Willow on their side</p> <p>June PC meeting agreed to prune the overlong hanging fronds that are rooting into the Brook, clear the banks of debris and trim the fronds so that the bridge can be viewed which a Councillor has done</p> <p>Owners of Spread Eagle have submitted planning application to pollard the large Willow by the Spread Eagle bridge</p>
19	\$106 Sports England monies - progression of how to deal with condition to build changing rooms at Craythorne Playing Field	In Progress	<p>Proposal agreed with ESBC who were fully supportive of this to request variation of condition to be used instead for a MUGA, suitable accessible paths plus outdoor gym equipment (see project 4).</p> <p>ESBC have submitted a pre app to Sports England and we await their response (submitted Nov 2023 - takes upto 28 days for reply)</p>	<p>May 2023 agreed to decline to progress the pitch improvement funding application proposal from Staffs FA</p> <p>ESBC Councillor Lock confirmed with Mark Risk at ESBC that variation is the next step and legal fees would have to be paid by RPC</p> <p>June PC meeting discussed and agreed how to move forward with putting proposal to the village to request variation, how this would be managed and projects it might cover</p> <p>July meeting to be arranged for PC initially to pull together projects that we are aware of with ballpark cost estimates. From this we can arrange a well structured plan with clear agenda village session with these as a starting point for wider discussions.</p>
4	Outdoor gym equipment to be located at Tafflands, Meadow View and Elizabeth Avenue play areas	In Progress	Awaiting to hear if Sports England \$106 contribution can be varied to provide this (see project 19)	

Rolleston on Dove Parish Council
Agreed Projects 2023/24

17	Station Cattle Dock wall on Jinny Trail requires repair to prevent it falling down	In Progress	Station Group / PC to write an application for ESBC WEP funding - aiming to submit this in Dec 2023 hopefully	C and R Baker have confirmed they will not be progressing an application for Lottery funding on behalf of Station Group/PC as it is too difficult and onerous now to meet the conditions June meeting on site with Gabriel Builders to review what is required was the best meeting so far - very practical suggestions discussed. They have provided quotation which C Baker brought to July PC meeting for PC approval to progress Quotation sourced for clearance work as well on the Dock and surrounding area which would be put into the request for funding
22	Resurface top of slide mound on Tafflands replacing the current play bark	In Progress	Obtain further quotation to resurface the whole top of the mound rather than half of it with	Issues with play bark being thrown about by users of the equipment means constant checking is required. Play bark is not now recommended for areas such as this Initial quotation discussed covering half of it but the PC and the PC contractor feel that it should be all of it to remove issues with blending the surface in
21	Replace / repair aging wooden steps and handrails on both sides of the Jinny Trail	Open	These are now falling into worse disrepair as the edge pieces of the steps are now rotting - really needs a full assessment and consideration of these	Some work has been done to replace various treads, supports and rails as required
9	Repaint and repair white railings and posts on Burnside, Brookside and leading to The Lawns	On Hold	Start to arrange working parties to do this in sections - need risk assessment and high vis jackets plus advice on best paint to use	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 JDeacon and white railings on Burnside washed down by PC for Coronation June PC meeting agreed this to be made priority project to progress in stages with sanding, essential repairs and painting
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)	On Hold	Consider extending the stone from the end of the current path as a wider apron rather than doing a whole path after the drain has been installed Part of remaining \$106 funds to be used to install a drain first (see project 3)	
11	Aging bus shelter on Knowles Hill	On Hold	Roof felt is completely falling off now and it is in a very sorry state PC Nov 23 meeting agreed that it will be reviewed fully in March 2024 to discuss whether to demolish completely for now	PC agreed for JDeacon to inspect periodically and monitor

ROLLESTON ON DOVE PARISH COUNCIL
DRAFT 2024/25 BUDGET AND ACTUAL INCOME AND EXPENDITURE TO 30 NOVEMBER 2023

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 30/11/23 £
100	Income				
1076	Precept	87,700	90,331	90,331	90,331
1090	Interest Received	173	180	950	563
1100	Grants & Donations Received	10,946	-	17,160	17,160
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
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	-	2,100	2,100
	Income	160,485	96,219	118,001	117,613

Draft Budget 2024/25 £
93,041
750
-
1,665
125
20
50
3,848
-
-
99,499

Assumes 3% increase

TBC

TBC - SCC sets its budget Feb 24

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 30/11/23 £
200	Administration				
4000	Staff salary	18,408	18,776	19,657	11,658
4020	Employer's National Insurance	1,344	1,450	1,450	643
4030	Payroll Services	95	110	110	-
4050	Use of Home as Office	178	178	178	119
4100	Insurance	1,141	1,141	1,206	1,206
4110	Audit Fees	543	574	584	584
4120	Photocopier: Rental/Maint.	378	378	378	284
4121	Photocopier: Copy charges	313	400	350	241
4125	Stationery	240	225	250	228
4127	Village Directory	183	200	200	-
4130	Postage	371	450	450	416
4140	Council mobile	183	211	211	139
4150	Subscriptions	567	650	637	617
4160	Training	30	500	100	63
4180	Room hire	300	300	240	60
4190	Mileage expenses	113	100	200	127
4195	Parking fees	2	10	10	3
4200	Play areas	2,774	6,000	6,000	1,490
4205	Craythorne barrier: Lock/unlock	1,825	1,825	1,825	1,225
4210	RPC website	125	175	181	40
4211	Village website	46	60	60	46
4220	IT / Software	271	390	352	352
4230	S137 Expenditure	-	100	200	200
4240	Mowing contract	15,088	17,000	15,936	10,624
4250	Bin emptying	4,077	4,590	4,590	3,443
4260	Trees	2,706	4,000	4,000	1,317
4265	Plants for planters	750	825	825	844
4270	Environmental contract	12,351	16,650	12,000	8,088

Draft Budget 2024/25 £
20,000
1,500
125
178
1,300
600
378
400
250
200
450
237
650
500
240
200
10
6,000
2,196
181
60
400
100
17,530
4,820
4,000
900
13,200

Contractor has advised that the fee will be £6 per day (currently £5 per day)

4275	General R&M and Out of Scope works on RPC land	-	5,000	5,000	1,912
4280	Bus shelter	-	-	15,982	15,982
4285	Flooding	-	-	-	-
4300	Projects	-	6,838	6,838	4,025
4310	Professional fees	4,150	1,662	-	-
4320	Capital expenditure	-	800	-	-
4330	Other administration	2,562	1,500	1,000	560
4999	Contingency	2,579	3,000	2,000	1,270
	Expenditure	73,693	96,068	103,000	67,803
	TOTAL EXPENDITURE	73,693	96,068	103,000	67,803
	TOTAL INCOME	160,485	96,219	118,001	117,613
	NET INCOME OVER EXPENDITURE	86,792	151	15,001	49,810

5,000
-
2,000
5,000
5,000
800
2,000
5,000
101,405
101,405
99,499
- 1,906

New budget line requested at the November 2023 PC meeting

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2023 £	Funds as at 30/11/23 £
320	Environmental improvements	2,360.39	584.39
322	Brook Hollows	45,272.31	13,151.72
325	Play Areas	17,132.11	11,463.86
327	s106 College Fields	44,507.57	2,099.75
	TOTAL	109,272.38	27,299.72

Donor funds

Funds statement as at 30 November 2023

Total funds held in bank accounts	£ 132,202.48
LESS Earmarked Reserves	-£ 27,299.72
LESS Budgeted expenditure for remainder of 2023/24	-£ 35,197.00
General Reserves	£ 69,705.76

Precept calculator - effect per household

Rolleston on Dove Parish Council

Council Tax base for 2024/25 **1,434.20** (N.B. This is the 2023/24 figure, the revised figure will be advised by ESBC during early December)

precept (£)	90,331	93,041	94,848	97,106	99,364	103,881
	Council Tax freeze	3%	5%	8%	10%	15%
Annual Council Tax charge:	£	£	£	£	£	£
Band A (2/3 of Band D)	41.99	43.25	44.09	45.14	46.19	48.29
Band B (7/9 of Band D)	48.99	50.46	51.44	52.66	53.89	56.34
Band C (8/9 of Band D)	55.99	57.66	58.78	60.18	61.58	64.38
Band D charge	62.98	64.87	66.13	67.71	69.28	72.43
Band E (11/9 of Band D)	76.98	79.29	80.83	82.75	84.68	88.53
Band F (13/9 of Band D)	90.98	93.71	95.53	97.80	100.07	104.62
Band G (15/9 of Band D)	104.97	108.12	110.22	112.85	115.47	120.72
Band H (Band D * 2)	125.97	129.75	132.27	135.41	138.56	144.86

**Rolleston On Dove Parish Council
Risk Assessment as at 01 December 2023**

Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 15 June 2024 is adequate and covers all assets as set out on the Asset Register.
	Money	Existing cover is adequate.
	Business interruption	Not covered (not required).
	Public Liability	Existing cover for year ending 15 June 2024 of £10 million is adequate.
	Employers Liability claim	Existing cover for year ending 15 June 2024 of £10 million is adequate.
	Fidelity Guarantee	Existing cover for year ending 15 June 2024 of £150,000 is adequate.
	Libel and Slander	Existing cover for year ending 15 June 2024 of £250,000 is adequate.
	Officials Indemnity	Existing cover for year ending 15 June 2024 of £500,000 is adequate.
	Personal Accident	Existing cover for year ending 15 June 2024 of £100,000 is adequate.
	Legal Expenses	Existing cover for year ending 15 June 2024 of £250,000 is adequate.
Accounts and finance	Annual precept too high / too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	The Financial Services Compensation Scheme (FSCS) deposit protection limit is £85,000 per authorised financial institution (not per account). The council is recommended to consider limiting the total amount held with its Bank to £85,000, i.e. invest some of the money held in the Deposit Account in an accessible savings account with another Bank.
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council on 13 March 2023. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council on 13 March 2023. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with transparency code requirements	Review process in line with requirements.
	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed-up onto portable external hard drive monthly.

Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 18 adopted on 11 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained at the Clerk's home. Photocopies to be stored off-site for key records.
	Loss of computer-based records	Records backed-up onto portable external hard drive monthly.
Email accounts	Councillors use of personal email accounts for council business	The council considered this matter on several occasions and ultimately agreed not to use dedicated email addresses.
Council-owned land and play areas	Accident arising from unsafe areas and resultant public liability claim	Weekly visual inspection of site and play equipment by the council's contractor. Clerk has delegated powers to order remedial works in case of damage or health and safety matters.
Noticeboards	May require repairs / become unsafe	Boards checked regularly when notices are posted.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' Indemnity insurance and working practices. Contractors must have at least £5 million Public Liability insurance.
	Unsafe working practices by a contractor appointed by the council	

This risk assessment was prepared on 01 December 2023 and approved by the Council on 11 December 2023.

Mary Danby
Proper Officer

This risk assessment will be reviewed annually.

