



# Rolleston on Dove Parish Council

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Our Ref: MD

03 February 2025

**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 10 February 2025** 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. **Planning matters**
  - 3.1 **Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2024/01216	Boundary Wall Alders Reach	Partially demolish an existing brick built 2m high boundary wall by 5 courses of bricks and erect a trellis fence along the length of the wall back to a 2m height. Remove the soil banked up against the wall and replace with gravel to improve drainage and reduce the pressure against the wall and repair, replace and re-point remaining brickwork as necessary

P/2023/01300	114 Station Road	Erection of a part two storey side and single storey front and rear extension
P/2024/01365	Smallholding 10 Tutbury Road Rural	Erection of a double garage to the front of the existing building

4. Minutes of the meeting held on 13 January 2025 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments at 03 February 2025

Payee	Description		Gross £	VAT £
Don Ruffles Ltd	Fellows 92Cs Cross Cut shredder, shredder oil and sacks	Debit Card (pd 17/01/25)	261.68	43.61
Tesco Mobile	Replacement council mobile (SIM free)	Debit Card (pd 18/01/25)	79.99	13.33
Pixfab Enterprises Ltd	Case for replacement mobile	Debit Card (pd 19/01/25)	12.94	2.16
P Gould	Mowing contract	BACS	1,354.58	0.00
Hardy Signs	Signage for Craythorne car park and Elizabeth Avenue playing field gate	BACS	230.64	38.44
IONOS Cloud Ltd	Hosting PC domain and SSL certificate	DD	80.40	13.40
Freeola	Hosting village website	DD	14.76	2.46
J Deacon	Environmental contract £1,376.10 Craythorne barrier – lock/unlock £223.20 Diamond Jubilee Orchard: Accident damage £1,128.00 Craythorne car park (hedge) £357.60 Elizabeth Avenue playing field (skateboard equipment) £600.00 Tafflands: Remove fallen tree £48.00 Footpath 5, stile no. 16: Repair £54.00	BACS	3,786.90	631.15
Clerk	Salary and expenses	BACS	1,446.53	0.00
Ben Binns	Diamond Jubilee Orchard: Tree works (Cherry trees)	BACS	440.00	0.00
Information Commissioner's Office	Data Protection fee (annual renewal)	DD	47.00	0.00
			<b>7,755.42</b>	<b>744.55</b>

7.2 Bank reconciliation as at 31 January 2025

		Current A/c £	Deposit A/c £	Total £
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	<b>PLUS</b> Income	127,910.29	12,215.05	140,125.34
	<b>LESS</b> Expenditure	109,025.20	18,717.15	127,742.35
31 January 2025	Bank Statement	<b>36,731.54</b>	<b>77,233.19</b>	<b>113,964.73</b>

### 7.3 Earmarked Reserves at 31 January 2025

	Opening funds 01/04/2024 £	Movement in funds to date £	Available funds 31/01/2025 £
Environmental improvements	8,931.41	(1,625.00)	7,306.41
Brook Hollows (Donor funds)	13,151.72	(3,825.22)	9,326.50
Play areas	20,000.00	(6,256.82)	13,743.18
S106 College Fields	745.11	( 745.11)	0.00
MUGA (Fees)	8,000.00	(6,765.00)	1,235.00
<b>Total</b>	<b>50,828.24</b>	<b>(19,217.15)</b>	<b>31,611.09</b>

### 8. Receipts and payments to 31 January 2025 (Enclosure 2)

### 9. Flooding

Dave Hughes, Environment Agency has provided the following update:

#### Flooding Event in January

Unfortunately, we saw a fairly severe flood event at 6:30am on the 06 January 2025, my first day back from the Xmas holidays. I did manage to get out to the village but unfortunately not until about 3pm by which time the flood peak had largely receded. Thank you everyone, for the many excellent photos and videos that you have sent me.

As far as I have been informed, and hopefully this is the case, I don't believe anyone was internally flooded in this particular event, which we should be grateful for.

I have been sent some very good photos and videos showing the channel downstream of the village. That data pointed out that silt has already started to gather in a bank at the footbridge at the end of Brookside. This is where our teams removed an extensive bank of silt last year. It just shows how quickly the silt can be deposited again. Asset Performance have taken a look at this new silt bank and don't think it currently is enough of an issue to require another round of desilting.

The photos also showed that debris had got caught on the one cattle chain that was left in place on the river. I believe our teams have been out recently and should have cleared the debris from that chain.

Otherwise, we were pleased how the channel performed during this event and hopefully the extensive clearance work done by the EA's Asset Performance team this year may have reduced levels slightly.

There was also flooding around Station Road, School Lane, Chapel Lane, Knowles Hill and Anslow Lane. Some of these issues need to be reported to Staffordshire County Council rather than the EA and we have informed SCC of the issues. Please send me any other evidence you may have of the 06 January 2025 event and if it is not directly related to the Main River flooding, I will seek to ensure it lands on the right desk.

I'm sorry to say that my assignment with the Environment Agency will be finishing at the end of March and I will no longer be your first point of contact after that. Hopefully, we will have finished consideration of the long list of options and will be able to move to the next stages of the project if sufficient resources are available.

### 10. Sport England Funds

**11. Document Retention and Disposal Policy (Revised) (Enclosure 3)**

**12. Email accounts: Housekeeping**

**13. Correspondence**

**13.1 Comms Log**

The Comms Log has been regularly circulated to all councillors.

**13.2 Rolleston Transport Festival – Monday 26 May 2025**

The Rolleston Transport Festival Committee ask for permission to use The Croft for the showing of vehicles and the erection of gazebos on Monday 26 May 2025 for the 15<sup>th</sup> Transport Festival, and also the use of the Elizabeth Avenue playing field for visitor parking.

If permission is granted the area will be covered by the Festival's event insurance and it will also be included in the safety assessment for the event.

**13.3 Ivy on trees around Rolleston on Dove**

The following email was received from a resident on 22 January:

*This morning I read the draft minutes from Rolleston Parish Council's meeting on 2025 01 13. For quite some time I have been concerned about the amount of 'tidying' going on around the village and especially around Brook Hollows and Tafflands. I have found it especially depressing to see the removal of Brambles and Ivy over the last few years.*

*I should emphasise that I am not criticising the many people who work hard to improve Rolleston for the residents, but I believe this particular activity is misguided.*

*I have noted comments by Parish Council members at previous meetings that Ivy is 'invasive' and that it 'strangles' and damages trees. In the latest draft minutes I saw the comments regarding Ivy growing up trees on Knowles Hill.*

*While Ivy may well hasten the decline of already dying trees, it does not in fact damage healthy trees and it supports over 50 species of wildlife. It provides shelter for insects, small mammals and birds and is an essential food source during autumn and winter, when there is little else about. Brambles are also beneficial to wildlife, providing food and habitat in the form of nesting sites and protection. At a time when, according to the Wildlife Trusts, the UK has less than half of its biodiversity remaining due to human activity, perhaps we should be encouraging wildlife - not trying to tidy it away.*

*I'm attaching links to further information for your reference.*

<https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/plants/wild-flowers/ivy/>

<https://www.gardensillustrated.com/features/ivy-reputation>

[Written questions and answers - Written questions, answers and statements - UK Parliament](#)

**13.4 Brookside – Tree maintenance**

The following email was received from Barry Gooding on 24 January:

*The high winds have reminded me to contact the Parish Council in connection with maintenance of the trees along Brookside. I am concerned that the trees are affecting the telephone lines and that the trees, or branches from them, will fall on parked vehicles and properties. I am particularly concerned about the trees along the Brook opposite my house, 3 Brookside. Can the problem be discussed at your next PC meeting in order that the trees can be maintained, crown lift and canopy reduction, before nesting birds time.*

**14. 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.

**15. Quotations (Enclosure 4)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road on  
Monday 13 January 2025 commencing at 7pm**

**Present**

Councillor Stewart (in the Chair)

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

**In attendance**

ESBC Councillors Lock and Smedley

Two members of the public

Lydia Press, Youth Representative

Mary Danby, Clerk

**Public Forum**

A member of the public asked if a concave mirror could be installed in the interests of pedestrian safety as you exit Brookside at the sharp, blind bend at the junction of Church Road/Station Road opposite the Spread Eagle. Councillors explained that Staffordshire Highways will not permit the installation of a mirror, and explained a similar request that had been made for the Fiddlers Lane exit onto Church Road had been rejected.

**144. Apologies for absence**

Millie Marsden, Youth Representative and Councillors Badcock, Sharples and Storer.

**145. Declarations of Interest and Dispensations**

None declared.

**146. Planning matters**

**146.1 Planning applications**

Application No.	Location	Proposal	Comment
P/2024/01268	Firs Bungalow Burton Road Tutbury	Raising of ridge height to form first floor accommodation with dormers to the front and side elevations, two storey side extensions, front extension and installation of cladding	No objection
P/2024/01285	Brookfield House Brookside	Fell to ground level one Oak tree (T1) and one Sycamore tree (T2)	No objection
P/2024/01286	19 Brookside	Re-reduce to historic reduction points, approx 1.5m or nearest suitable growth points one Beech tree (T1)	No objection
P/2025/00007	24 Station Road	Fell to ground one Hinoki Cypress tree	No objection Councillors also commented that they appreciate the applicant's commitment to plant three replacement trees and they look forward to these being planted.

**147. Minutes**

**Resolved** That the Minutes of the meeting held on 09 December 2024 be approved and signed as a true record.

**148. Matters arising**

**Public Forum – Travellers site, Craythorne Road**

Councillor Stewart reported that she had been provided with an email address should the council wish to open dialogue with the Travellers.

ESBC Councillor Smedley said that she had contacted ESBC's Planning Manager but no update was available on the queries she had previously put on behalf of the Parish Council.

**Minute No. 128 re Minute No. 92.7, 3<sup>rd</sup> bullet point**

Councillor Stewart advised that it will be necessary to close the steps on the Jinny Trail when one part of the work is done and pre-publicity posters will be displayed advising the closure dates.

**Minute No. 128 Minute No. 110.8**

Councillor Badcock had checked the Severn Trent Community Fund application information and had advised that it was unlikely that the council would be able to meet the criteria, an application would therefore not be made on this occasion.

**Minute No. 128 re Minute No. 113**

Councillor Stewart reported that she had contacted the MP but it was unlikely that a Public Meeting would take place until the EA business case has been completed.

The Clerk was requested to contact Richard Rayson asking that he liaise with residents of Station Road to advise them on closing the road to vehicles during flooding incidents, as he had undertaken to do during the Public Meeting held in May 2024.

Councillors reported that the drains were full of leaves in School Lane and Station Road and needed to be jetted again. **Agreed** that this be reported to the County Council for action.

Councillors asked that a request be made to ESBC for the road sweeper to visit the village to clear the debris arising from the recent flooding.

**Minute No. 129.2, 1<sup>st</sup> bullet point**

Councillor Stewart referred to several emails that had been sent to ESBC regarding the misleading PSPO signage on Tafflands. ESBC Smedley asked that the emails be forwarded to her and she agreed to speak to the Officers and report back to the next meeting.

**Minute No. 129.2 2<sup>nd</sup> bullet point**

Councillor Stewart referred to an ESBC email following up on the Climate Change forum asking if the council was interested in joining the Parish Council Climate Change Working Party to further the discussions and pool resources, etc. **Agreed** that this could be of interest and Councillor Stewart was authorised to complete the expression of interest form.

**Minute No. 136 – Platinum Jubilee Orchard**

Councillor Storer had provided a report confirming that he had cleared up most of the debris of old branches, roots, bricks and rocks from the proposed expansion area of the Platinum Jubilee Orchard. There are several old Hawthorn stumps still to remove and some basic levelling of the ground to do. He asked that the council's Contractor do this work so that the site is ready for planting in the Spring. **Agreed** that Councillor Stewart would speak with the Contractor and request that he submit a quotation for consideration at the next meeting.

Councillor Storer confirmed that the letters explaining the expansion of the Orchard and requesting donations had been distributed over the festive break and that one donation cheque had been received already. The Clerk confirmed that a further two donations had been paid direct into the council's bank account.

**149. Councillors' reports**

- 149.1 ESBC Councillor Smedley said that the deadline for applications to the Councillor Community Fund was 31 January 2025. She said that there was currently £4000 available for distribution and she asked that the council encourage local groups to apply for funding. **Agreed** that information be relayed to Friends of JoRPS (see also Minute No. 160.1), Rolleston Scouts and Friends of Brook Hollows.
- 149.2 Councillor Houston referred to the picnic tables and benches at Tafflands which are rarely used and he asked if these could be relocated towards the play area and the original location re-wilded. **Agreed** that the Contractor be asked to quote for this work.
- 149.3 Councillor Sanderson reported that the hedge on Station Road had been cut. He also reported that the grass verge outside the Co-op had been damaged by vehicles driving over it during the heavy rainfall.
- 149.4 Councillor Appleby reported that a grit bin was required outside the JoRPS Junior site. **Agreed** that the School be advised that they approach the County Council to request the installation of a grit bin in the interests of pedestrian safety during icy conditions.
- 149.5 Councillor Stewart presented reports from Councillors Badcock and Sharples in their absence:

**Councillor Badcock** reported that he was currently applying to the Fisheries Improvement Fund for funding for two fishing platforms in Brook Hollows. He had submitted a Flood Risk Exemption support and was awaiting confirmation of ESBC support, but Jody Hughes the EA's fishing officer was very supportive and keen. The closing date is the end of February but considering the above there are not a lot of days left and he intends to submit by 24 February.

There is a small but keen fishing group in the village (about a dozen at present). Brook Hollows is one of only two sites in East Staffordshire (the other is a short stretch of the Trent on Stapenhill gardens) where anyone with a rod licence can fish. All the other waters are private to Angling clubs. The more people on the site using it for "proper" purposes the less vandalism and problems we will have. Since the dredging the fish levels had improved and, if required, can be restocked, at little, or no charge. He was still awaiting one quotation but the cost should be no more than £2000. Would the council make a nominal donation of say £100 towards the cost? This would show the PC's support. He was aware that Brook Hollows is ESBC land but they are now spending appreciable money on the site (after many years) and it is an area at the centre of the village much loved, appreciated and used by many residents. Alternatively, an email supporting the application would be a second best response.

**Agreed** That the council make a £100 donation subject to the use of the fishing platforms being widened to include pond dipping, etc.

**Councillor Sharples** reported that discussions regarding local historical archiving were progressing.



**150. Financial Matters**

**150.1 Schedule of payments**

Payee	Description		Gross £	VAT £
Clerk	Reimbursement (Stationery)	BACS (pd 20/12/24)	15.99	2.66
P Gould	Mowing contract	BACS	1,354.58	0.00
Greengage Environmental Ltd	Biodiversity Net Gain Assessment – Reporting	BACS	942.00	157.00
Clerk	Salary and expenses	BACS	1,443.97	0.66
Royal British Legion	Remembrance Wreath	BACS	19.99	0.00
IONOS Cloud Ltd	Hosting PC Website	DD	8.40	1.40
ESBC	Bin emptying 4 <sup>th</sup> qtr 2024/25	BACS	1,499.76	249.96
Amazon	Suspension files	Debit Card (pd 31/12/24)	25.32	4.22
Amazon	Transfer files	Debit Card (Pd 03/01/25)	19.51	3.25
J Deacon	Environmental contract £1,376.10 Craythorne barrier lock/unlock £223.20 Elizabeth Avenue playing field: Replacement fence and gate £1,344.00 Craythorne car park: Concrete bollards £1,518.00 Reflectors for Craythorne concrete bollards £72.00	BACS	4,533.30	755.55
O2	Council mobile	DD	21.80	3.63
C Stewart	Reimbursement: Spread Eagle Island gate key	BACS	10.00	1.67
Ricoh UK Ltd	Copier: Qtrly rental £113.41 Qtrly copy charges £49.73	BACS	163.14	27.19
Contract Sign Systems	Replacement gateway sign (Craythorne Road sign irreparably damaged by graffiti)	Debit Card (pd 08/01/25)	127.50	21.25
Q&A Planning Ltd	Fee: Ongoing liaison and discussions re proposed MUGA	BACS	240.00	40.00
Parish Online	Website service	BACS	426.00	71.00
			<b>10,851.26</b>	<b>1,339.44</b>

**Resolved** That the above payments be approved.

**150.2 Bank reconciliation at 31 December 2024**

		Current Account £	Deposit Account £	Total £
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds to date	<b>PLUS</b> Income	127,204.79	8,675.15	135,879.94
	<b>LESS</b> Expenditure	90,223.14	18,717.15	108,940.29
30 November 2024	Bank Statement	<b>54,828.10</b>	<b>73,693.29</b>	<b>128,521.39</b>

**Resolved** That the above was a true record.

**150.3 Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 31 December 2024 were:

		<b>Current A/c £</b>	<b>Deposit A/c £</b>	<b>Total £</b>
01 April 2024	Bank Statement	17,846.45	83,735.29	101,581.74
Movement in funds	<b>PLUS</b> Income	127,502.79	8,736.81	136,239.60
	<b>LESS</b> Expenditure	97,860.64	18,717.15	116,577.79
31 December 2024	Bank Statement	<b>47,488.60</b>	<b>73,754.95</b>	<b>121,243.55</b>

**151. Receipts and payments to 31 December 2024 and Draft 2025/26 Budget**

**Resolved** That:

- The receipts and payments to 31 December 2024 report be noted.
- The draft 2025/26 budget and a 5% increase precept based on the Council Tax Base be agreed.

**152. 2025/26 Precept declaration**

**Resolved** That a Precept of £99,212 be declared on ESBC (this equates to an increase of 26p a month (Band D home owners) from £63.20 to £66.36 per year).

**153. Agreed projects 2024/25**

**Resolved** That the revised projects list be noted.

**154. Flooding**

Councillors referred to the heavy rainfall on 06 January, adding that it was understood that no properties had been flooded on this occasion.

**155. Sport England funds: Proposed MUGA**

Councillors received a report which summarised the council's actions to date in liaising with Sport England via the planning consultant. The council was also advised that two quotations had been received to install a MUGA but these had not been prepared on a like for like basis and could not be considered at this time.

Councillors discussed at length Sport England's current intransigent position regarding the proposed MUGA, i.e. pitch provision, proposed location, lack of floodlighting, etc. There would also be a need for secure storage on the site for nets, etc giving rise to concerns regarding access by users and security issues.

Concerns were raised regarding the cost of providing an electrical supply to the site; management and security of the facility; the potential for vandalism and anti-social behaviour; the detrimental impact of floodlighting on Meadow View residents, ongoing cost to the council to maintain the facility, etc.

Councillors were also concerned that the security of the site would be compromised if the car park had to be closed later in the winter months.

At this point, Councillors unanimously agreed that floodlighting would not be incorporated and that there would be no extension to the car park hours.

Following further robust discussion it was unanimously **resolved** that, for the reasons stated above, the council abandons its interest in providing a MUGA on the Craythorne Road playing field site and the project will therefore not proceed any further.

Councillor Stewart agreed to speak with ESBC Officers to advise them of the council's decision and to ascertain if there would be any merit in the council writing to Sport England expressing disappointment at the intransigence of its Officer in working with the council.

**156. Sexual Harassment training (Minute No. 134 refers)**

**Resolved** That the report be noted and that all Councillors and the Clerk will undertake training, as required under the council's Dignity at Work, Bullying and Harassment Policy.

**157. Website and email migration (Minute No. 140 refers)**

Councillor S McManus reported that the new website had gone live and new email addresses had been provided to all Councillors and the Clerk. He asked that everyone log into their new accounts as soon as possible and that all council-related communication be conducted from those addresses going forward. The Clerk said that she would start all Councillors from Friday 17 January.

Councillor S McManus confirmed that the Clerk was Admin for emails; he was currently Admin for the website but others, i.e. Councillors Stewart and Peirce and the Clerk, would be added in the near future.

It was **agreed** that a five year policy be implemented for council information on the new website, i.e. minutes, agendas, etc in line with the requirement for five years financial information to be publicly available. It was further **agreed** that a re-direct be put on the old website to the new site.

**158. Correspondence**

**158.1 Comms Log**

The Comms Log had been regularly circulated to all councillors.

**158.2 Best Kept Village and Community Competition (BKVC)**

The council received information advising that The Community Council for Staffordshire & Shropshire run the BKVC and entries open online on 01 March 2025. Councillors had been asked to visit the website prior to the meeting to enable a decision to be taken on whether an entry would be made into the 2025 competition.

**Resolved** That the council does not wish to enter the BKVC competition.

**158.3 Railway 200 – National Event 2025**

Councillors received information regarding the above and they were advised that the Station Heritage Group would not be able to put on an event.

**Agreed** that the information be sent to RoDSEC and the Transport Festival Committee, copied to the Station Heritage Group.

**158.4 John of Rolleston Primary School: Infant site**

A resident had contacted the council expressing concern that the Trust were consulting on a decision to be made regarding class numbers and that each school year may be reduced to one class rather than two. The resident was concerned that in the future this would see all pupils accommodated on the current junior site and queried what would happen to the site if it were to be left empty.

**Agreed** That the above be noted without comment at this time.

**158.5 Concerns about removal of permissive footpaths along River Dove**

A member of the public had contact the council expressing concerns regarding the removal of permissive footpaths along the River Dove.

**Agreed** That the council is aware that the land is in private ownership and that the correspondent be advised that there is a legal route which could be instigated if they wished to pursue an application to claim the footpath as an official Public Footpath but this was not something the council was willing to do.

**158.6 Internal Auditor: Confirmation of independence**

The Internal Auditor had written thanking the council for appointing them as its Internal Auditor for the current financial year. They confirmed that they are an independent company with no links, familial or otherwise, to the council. They recommended that the council minutes receipt of the letter and its contents.

**Resolved** That the Internal Auditor's letter and its contents be noted.

**158.7 Mature Trees on Knowles Hill**

A member of the public had contacted the council expressing concern that nearly all the trees on Knowles Hill are heavily infested with Ivy (particularly evident in Winter) and questioned whether their lifespan will be reduced as a result. The resident said that they understand that management by the ESBC in Brook Hollows is one of Ivy removal at trunk level to avoid existing mature specimens being overgrown with this invasive plant, adding that a similar policy could be adopted along Knowles Hill and other areas within the Village where Ivy tree infestation is identified to avoid similar risks to the life expectancy of mature trees.

**Agreed** That the resident be advised to contact Staffordshire County Council as they are responsible for the trees on Knowles Hill.

**159. Exclusion of 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.

**160. Quotations**

**160.1 Relocation of noticeboard from JoRPS to the rear gate on the Elizabeth Avenue playing field (Minute No. 138.3 refers) (See also Minute No. 149.1)**

Two quotations had been received regarding the above, one for the removal/relocation of the noticeboard and the other for replacement posts as the existing posts will be damaged during the removal works. The combined total for this work = £508.25 plus VAT.

**Agreed That:**

- (a) The Friends of JORPS be requested to apply for funding from ESBC's Councillor Community Fund for the project.
- (b) A decision on the quotations be deferred until the outcome of (a) is known.

The meeting closed at 8.40pm

Signed .....

Date .....

**Rolleston on Dove Parish Council**  
**Receipts and payments to 31 January 2025**

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 31/01/2025 £	Budget 2025/26 £
<b>100</b>	<b>Income</b>					
1076	Precept	90,331	93,041	93,041	93,041	99,212
1090	Interest Received	975	750	920	811	600
1100	Grants & Donations Received	17,160	-	2,928	3,336	1,000
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125	125
1220	Allotment rents	20	20	20	20	20
1250	Football pitch fees	420	50	210	220	50
1270	SCC: Annual grass cutting	4,465	3,848	5,875	5,875	5,234
1280	Insurance claim settlement	1,154	-	940	940	-
1999	Other income	2,522	-	3,776	3,776	-
	<b>Income</b>	<b>118,836</b>	<b>99,499</b>	<b>109,500</b>	<b>109,808</b>	<b>107,906</b>

Nominal Code	Description	Actual to 31/03/2024 £	2024/25 Budget £	2024/25 Projected YE £	Actual to 31/01/2025 £	Budget 2025/26 £
<b>200</b>	<b>Administration</b>					
4000	Staff salary	19,656	20,000	20,500	16,812	21,300
4020	Employer's National Insurance	1,457	1,500	1,500	1,183	2,445
4030	Payroll Services	95	125	95	-	100
4050	Use of Home as Office	178	178	178	149	178
4100	Insurance	1,206	1,300	1,632	1,632	1,632
4110	Audit Fees	584	600	810	810	810
4115	Bank charges	-	-	13	-	55
4120	Photocopier: Rental/Maint.	378	378	378	378	378
4121	Photocopier: Copy charges	320	400	500	370	500
4125	Stationery	270	275	300	276	270
4127	Village Directory	187	200	191	-	200
4130	Postage	416	500	682	682	600
4140	Council mobile	208	237	237	182	260
4150	Subscriptions	637	650	884	884	900
4160	Training	93	500	200	135	500
4180	Room hire	220	240	240	-	240
4190	Mileage expenses	213	200	235	214	220
4195	Parking fees	3	10	8	8	12
4200	Play areas	1,640	6,000	6,000	2,281	5,225
4205	Craythorne barrier: Lock/unlock	1,830	2,196	2,135	1,781	2,190
4210	RPC website	134	181	543	425	635
4211	Village website	57	60	60	37	60
4220	IT / Software	352	400	382	382	400
4230	S137 Expenditure	800	100	220	120	100
4240	Mowing contract	16,236	16,255	16,255	13,546	16,255
4250	Bin emptying	4,591	4,999	4,999	4,999	5,250
4260	Trees	2,416	4,000	5,000	4,155	4,000
4265	Plants for planters	844	900	1,029	1,029	1,120
4270	Environmental contract	12,090	13,761	13,761	11,321	13,761
4275	General R&M and Out of Scope works	5,053	5,562	5,562	2,326	5,500
4280	Bus shelter	15,982	-	-	-	2,000
4285	Flooding	-	2,000	2,000	760	2,000
4300	Projects	4,738	5,000	5,000	2,666	5,000
4310	Professional fees	-	5,000	5,000	1,556	5,000
4320	Capital expenditure	-	800	257	257	800
4330	Other administration	1,340	2,000	2,000	1,234	2,000
4999	Contingency	3,626	5,000	5,000	3,147	5,000
	<b>Total Expenditure</b>	<b>97,847</b>	<b>101,507</b>	<b>103,786</b>	<b>75,736</b>	<b>106,896</b>
	<b>Total Income</b>	<b>118,836</b>	<b>99,499</b>	<b>109,500</b>	<b>109,808</b>	<b>107,906</b>
	<b>Net Income/Expenditure</b>	<b>- 20,989</b>	<b>- 2,008</b>	<b>5,714</b>	<b>34,072</b>	<b>1,010</b>

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2024 £	Funds as at 31/01/2025 £
320	Environmental improvements	8,931.41	4,861.41
322	Brook Hollows (Donor funds)	13,151.72	9,326.50
325	Play Areas	20,000.00	13,743.18
327	S106 College Fields	745.11	-
328	MUGA (fees)	8,000.00	250.00
	<b>TOTAL</b>	<b>50,828.24</b>	<b>28,181.09</b>

**Funds statement at 31 January 2025**

Total funds held in bank accounts	£ 113,964.73
<b>LESS</b> Earmarked Reserves	-£ 28,181.09
<b>LESS</b> Remaining expenditure to YE	-£ 28,050.00
Estimated General Reserves at YE	£ 57,733.64

**ROLLESTON ON DOVE PARISH COUNCIL  
DOCUMENT RETENTION AND DISPOSAL POLICY**

**1. Introduction**

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

**2. Scope and Objectives of the Policy**

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
  - Retained – and for how long **and where stored**; or
  - Disposed of – and if so by what method
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
  - 'With compliments' slips
  - Catalogues and trade journals
  - Non-acceptance of invitations
  - Trivial electronic mail messages that are not related to Council business
  - Requests for information such as maps, plans or advertising material
  - Out of date distribution lists
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
  - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
  - Verify individual consent to record, manage and record disposal of their personal data.
  - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations.
  - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

### **5. Document Disposal Protocol**

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the **Staffordshire** County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed
- The date the document was destroyed
- The method of disposal

## **6. Data Protection Act 1998 – Obligation to Dispose of Certain Data**

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller.



It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## **7. Scanning of Documents**

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## **8. Review of Document Retention**

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 13<sup>th</sup> edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

**9. List of Documents**

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Adopted: 11 March 2019

Reviewed: ~~11 March 2024~~ 10 February 2025

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**Appendix A: List of Documents for Retention or Disposal**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
Minutes	Indefinite	Archive	Up to five years signed Minutes held by the Clerk, then passed to Staffordshire County Record Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than five years they must be archived and deposited with Staffordshire County Record Office.
Agendas	5 years	Management	Laptop and website	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Laptop and filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Receipt and payment accounts	Indefinite	Archive	Laptop and filing cabinet	N/A
Receipt books of all kinds	6 years	VAT	N/A	Bin
Bank statements including deposit/ savings accounts	Last completed audit year	Audit	Held by the Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Bank paying-in books	Last completed audit year	Audit	Held by the Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Cheque book stubs	Last completed audit year	Audit	N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Laptop and filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

**Rolleston on Dove Parish Council  
Document Retention and Disposal Policy**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
Paid invoices	6 years	VAT	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
VAT records	6 years generally but 20 years for VAT on rents	VAT	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Wages books/payroll	12 years	Superannuation	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Insurance policies	While valid (but see next two items below)	Management	Held by the Clerk	Bin
Insurance company names and policy numbers	Indefinite	Management	Email, laptop and filing cabinet	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Email, laptop and filing cabinet	Bin
Playground equipment inspection reports	21 years		Filing cabinet	
Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Fireproof filing cabinet	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Email and laptop	Bin

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	The council may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Fireproof filing cabinet or passed to Staffordshire County Record Office	N/A
Magazines and journals	Council may wish to keep its own publications.  For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Held by the Clerk and on laptop	Bin if applicable

Document	Minimum Retention Period	Reason	Location	Disposal
<b>Record keeping</b>				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>▪ A list of files stored in cabinets will be kept.</li> <li>▪ Electronic files will be saved</li> <li>▪ using relevant file names.</li> </ul>	<p>The electronic files will be backed up monthly on a portable hard drive.</p>	<p>Management</p>	<p>Held by the Clerk</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>
<p>General correspondence <del>and emails</del></p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	<p>Management</p>	<p>Held by the Clerk and on laptop</p>	<p>Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
Emails	Unless related to specific projects, Parish Council land, S106, contentious planning matters, Public Footpaths, etc or as set out elsewhere in this document, emails will be deleted two years after being received or sent.	Management	Laptop	Delete from email system.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months. Recommend this period be for 3 years.	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
<p><b>Documents from legal matters, negligence and other torts</b>            Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>				
Negligence	6 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
Contract	6 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases	12 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Sums recoverable by statute	6 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Personal injury	3 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
To recover land	12 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Rent	6 years		N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Breach of trust	None		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Trust deeds	Indefinite		N/A	N/A
<b>Planning Applications</b>				
All planning applications and relevant decision notices are available at East Staffordshire Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish Council's Minutes <del>and</del> which are retained indefinitely.				



**Rolleston on Dove Parish Council  
Document Retention and Disposal Policy**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
<b>Other Documentation</b>				
Declarations of acceptance of office	Term of Office plus 1 year	Management	Held by the Clerk, then passed to Staffordshire County Record Office	<del>Bin</del>
Members' Register of Interests forms	Term of Office	Management	Originals held by the Clerk, scanned and stored on laptop and uploaded to the website; scanned and provided to East Staffordshire Borough Council (ESBC retain definitely)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Complaints	1 year	Management	Laptop and filing cabinet	Bin