

Rolleston on Dove Parish Council

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

02 February 2026

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 09 February 2026** 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.

Emma Sharp, Community Flood Officer – Staffordshire, Severn Trent Water (Minute No. 142.1 refers)

Ms Sharp has accepted an invitation to introduce herself to the council.

- 1. Apologies for absence**
- 2. Declarations of Interests and Dispensations**
- 3. Planning applications**

Application No.	Location	Proposal
P/2025/01330	Roscavan South Hill	Overall crown reduction up to 3 metres of one Oak tree (T3 of TPO 442) (Revised application)
P/2026/00034	18 Burnside	Removal of the existing bay window and reinstatement of the garage use
P/2026/00046	1A The Lawns	Demolition of existing dwelling to facilitate the erection of a self-build dwelling
P/2026/00061	9 Hawksley Drive	Erection of single storey rear extension

P/2026/00073	23 Shotwood Close	Demolition of existing conservatory to facilitate the erection of a two storey side and single storey rear extensions
P/2026/00084	Brookhouse Barn Brookside	Retention of a free-standing timber bike store and 0.5 metres timber top panel to brick wall on the East elevation
P/2026/00093	Land south of Craythorne Road Stretton	Outline planning application for the erection of up to 385 dwellings, including details of means of access on Craythorne Road (vehicle, pedestrian and cycle) and Bitham Lane (pedestrian and cycle only, and pedestrian, cycle and emergency vehicle only); affordable housing, landscape, blue and green infrastructure including sustainable drainage; children's play area; ancillary structures; ground works; associated infrastructure and works.

4. To consider the Minutes of the meeting held on 12 January 2026 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments due

Payee	Description	Payment Method	Gross £	VAT £
M&M Tree & Garden Services	Tree works: Fell Cypress trees (Elizabeth Avenue playing field) £180 Fell diseased Willow (Burnside) £90	BACS (Pd 13/01/26)	270.00	0.00
Lloyds Bank	Bank charges	DD (Pd 19/01/26)	4.25	0.00
John Booth Arboricultural Consultants Ltd	Survey of trees on PC-owned land	BACS (Pd 19/01/26)	1,650.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
Freeola	Hosting village website	DD (Pd 06/02/26)	14.76	2.46
Information Commissioner's Office	Data protection renewal fee	DD	47.00	0.00
Clerk	Salary and expenses	BACS	1,484.89	0.00
JMP 2000 Ltd	Printing: Village Directory 2026	BACS	195.22	0.00
J Deacon	Environmental contract £1,376.10 Craythorne: Lock/unlock barrier £223.20 Burnside: Remove tree trunk from Brook £42.00 Meadow View Open Space: Dig out and remove Sycamore saplings £336.00	BACS	1,977.30	329.55
Total			6,998.00	332.01

7.2 **Bank reconciliation at 31 January**

		Community Account	Instant Access Account	Total
01 April 2025	Opening balances	£ 15,667.27	£77,360.20	£ 93,027.47
Movement in funds to date	PLUS Income	£112,226.18	£10,012.92	£122,239.10
	LESS Expenditure	£ 84,854.28	£ 0.00	£ 84,854.28
31 January 2026	Bank Statement	£ 43,039.17	£87,373.12	£130,412.29

7.3 **Earmarked Reserves at 31 January**

	Opening funds 01/04/2025	Movement in funds to date	Available funds 31/01/2026
Environmental improvements	£ 7,100.00	(£ 640.00)	£ 6,460.00
Brook Hollows	£ 9,326.50	(£1,800.00)	£ 7,526.50
Play areas	£20,250.00		£20,250.00
Speed Indicator Device	£11,000.00	(£5,377.00)	£ 5,623.00
Total	£47,676.50	(£7,817.00)	£39,859.50

8. **Receipts and payments to 31 January 2026 (Enclosure 2)**

9. **Independent auditor letter (Enclosure 3)**

10. **S106 Sport England funds**

11. **Flooding**

12. **Martyn's Law**

13. **ESBC: Consultation on a new selective licensing designation**

East Staffordshire Borough Council is proposing to introduce Selective Licensing to an additional 16 streets in the borough and is keen to hear your views before any decisions are made. If you are a tenant, resident, landlord, letting agent or business, living or operating in one of the proposed areas, you could be affected by the proposal. It is proposed that the designation will start in October 2026 and last for 5 years.

The proposal includes the following streets, which have been identified as areas with a high percentage of private rented properties and concentrations of poor property conditions:

Anglesey Road	Derby Street	Horninglow Road	Thornley Street
Belvedere Road	Edward Street	Oak Street	Victoria Crescent
Byrkley Street	High Street	Princess Street	Wetmore Road
Calais Road	Horninglow Road North	Shobnall Road	Wyggeston Street

If a Selective Licensing designation is approved, all Landlords that provide private rented accommodation within these areas will need to apply for a licence from the Council.

The standard fee is £700 for a single property and £800 for a property in multiple occupation. Discounts are available for early applications, accredited landlords and multiple properties. There are penalties for anyone who does not obtain a licence or abide by the conditions.

Selective Licensing aims to bring widespread benefits to the local community. It ensures that properties are managed to a satisfactory standard, raising housing conditions for tenants and reducing deprivation.

Have your say

Your views on this proposal are important, and we hope to hear from as many residents, landlords, agents, businesses and organisations as possible. The consultation is available from **23rd January 2026 for 10 weeks and will close on 3rd April 2026.**

A proposal document has been developed, which explains the background evidence to support the renewal of Selective Licensing, the details of the scheme and how it would work in practice. The full proposal is available online at: [Consultations | East Staffordshire Borough Council](#). A copy of the proposal can be available on request at:

East Staffordshire Borough Council, Town Hall, Kind Edward Place, Burton Upon Trent DE14 2EB

Following the consultation, the Council will consider all responses received together with any other relevant information.

If you would like to speak to an Officer about the proposal, please contact us on 01283 508578 or email selectivelicensing@eaststaffsbc.gov.uk.

14. Tree survey report (Enclosure 4)

15. 2026/27 Meeting schedule

The council is requested to agree the following meeting dates for the 2026/27 municipal year; all the dates are Mondays with a start time of 7pm:

2026	2027
13 April (Annual Parish Council meeting)	11 January
27 April (Annual Parish meeting)	08 February
11 May	08 March
08 June	12 April
13 July	26 April (Annual Parish meeting)
14 September	10 May (Annual Parish Council meeting)
12 October	
09 November	
14 December	

16. Correspondence

16.1 SPCA Bulletin

The SPCA bulletin and other information has been regularly provided to Councillors.

16.2 Comms log

The Comms log has been regularly provided to Councillors.

16.3 The Croft: Replacement tree offer

The Plum tree on The Croft was recently felled, as instructed by the council, and the tree surgeon has offered to supply a replacement tree at his own cost. Does the council wish to accept this offer?

17. 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.

18. Quotations (Enclosure 5)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road on
Monday 12 January 2026 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Gallone, Houston, E McManus, S McManus, Peirce, Robson and Storer

In attendance

ESBC Councillors Lock and Smedley

C Lindley (rg+p Ltd) and Mrs L Lee

Alice Peck and Lydia Press, Youth Representatives

Mary Danby, Clerk

Public Forum

No comments/queries were put to the council.

131. Apologies for absence

Councillor Sanderson.

132. Declarations of Interest and Dispensations

None declared.

133. Planning matters

133.1 Planning applications

Resolved That Standing Orders be suspended to permit Mr Lindley and Mrs Lee to introduce themselves to the council. Mr Lindley explained that he was the agent working for Mr & Mrs Lee with regard to P/2026/00012. Mrs Lee spoke of her connection to the village. Mr Lindley answered Councillors queries regarding the application.

Resolved That Standing Orders be reinstated.

Resolved That the following comments be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2024/01198	Land at Tutbury Road	Reserved Matters application (being details of appearance, layout, scale and landscaping) pursuant to outline planning application ref P/2021/00868 in relation to Phase One to include the erection of 300no. residential dwellings (Use Class C3), 81no. bedroom care home building for the elderly (Use Class C2) and associated public open space and associated infrastructure works (SECOND AMENDED PLANS/DOCUMENTS RECEIVED)	No comment
P/2025/01357	31 Beacon Drive	Demolition of existing property, construction of new gable wall to 29 Beacon Drive, erection of 2no. self-build semi-detached dwellings	No objection
P/2025/01381	Thornley Hollows 2 Church Road	Conversion and alterations of existing outbuilding to form annex, raising of roof parapet, render to all elevations, replacement roof ladder, alterations to existing garage door and fenestration including installation of first floor side	No objection

		facing window and installation of solar panels, battery store and air source heat pump	
P/2025/01402	Brookfield House Brookside	Demolition of single storey side extension and rear conservatory to facilitate the erection of a two storey side extension with balcony, erection of a single storey rear extension, installation of roof lights and flue	No objection
P/2026/00012	Driving Range The Craythorne Golf Club and Centre Craythorne Road	Alterations and erection of single storey and two storey extensions to existing driving range structures including the creation of ancillary café/retail use building with associated car parking and landscaping	<ul style="list-style-type: none"> ▪ The Parish Council supports the application. ▪ The Parish Council requests that a Construction Management Plan be put in place setting out permitted hours of operation, i.e. construction vehicles only permitted outside of peak time traffic hours; setting out the vehicle routes to be used to access the site, i.e. avoiding the centre of Rolleston; working hours on the site; named contact(s) to whom any issues/concerns should be addressed to.
P/2026/00024	Birdwood Tutbury Road Rural	Erection of a single storey rear extension and first floor side extension	No objection

134. Minutes

Resolved That the Minutes of the meeting held on 08 December 2025 be approved and signed as a true record.

135. Matters arising

Minute 120 re Sport England funds

Councillor Stewart reported that Bellways had agreed to the council's request to vary the S106 condition and arrangements would be made by ESBC for the necessary legal documentation to be drafted and signed by all relevant parties. She thanked ESBC Councillors Lock and Smedley for their assistance in liaising with ESBC Officers.

Councillor Stewart asked that the S106 Working Group be re-established to discuss sourcing quotations for the various works to be funded by the S106 funds. **Agreed** that Councillors

Stewart, Peirce, Houston and Appleby be appointed to the S106 Working Group and that the Clerk attend those meetings.

Minute No. 120 re Marston Lane traffic chaos

Councillor Appleby reported that there were ongoing traffic issues in Marston Lane and that County Councillor White would be discussing these at his next meeting with the Staffordshire Highways Team.

Minute No. 120 re Tutbury Road footpath

Councillor Peirce reported that Staffordshire Highways had agreed to undertake works to reinstate the footpath to its correct width.

Minute No. 120 re PSPO signage on Tafflands

Councillor Stewart reported that ESBC would be chased as the signage had yet to be installed.

Minute No. 120 re trees on Tafflands

Councillor Stewart reported that the site meeting with the National Forest had been cancelled following the council's decision to have a tree survey done on all PC-owned sites.

Minute No. 120 re noticeboard on the Elizabeth Avenue playing field

It was noted that a response had not been received from FOJORPS. **Agreed** That the council's contractor be asked to provide a date when he would remove the noticeboard and that FOJORPS be informed that unless they responded accepting responsibility for the noticeboard it will be removed on that date.

Minute No. 121.1 re American Crayfish

Councillor Appleby reported that he had liaised with the Environment Agency to seek advice on permission to remove the Crayfish from the Brook.

Minute No. 121.7 2nd bullet point re tree on the Jinny Trail

Councillor Stewart reported that the tree surgeons would be chased as the quotation had yet to be received to fell the tree.

Minute No. 121.7 3rd bullet point re the Village Directory and the Rollestonian insert

Councillor Stewart reported that a few amendments had been made to the Village Directory and this had been sent to the printer. She also reported that the Rollestonian insert had been drafted in readiness for printing.

Minute No. 126.1 Martyn's Law

Councillor Stewart reported that she would be attending the Rolleston Transport Festival Committee meeting on 22 January and how discuss the need for the numbers of people involved and visiting the Festival to be counted.

136. Councillors reports

136.1 Councillor Lock reported that ESBC had investigated taking the grounds maintenance contract in house but iD Verde will remain ESBC's contractor as it is not possible to undertake this move due to the ongoing Local Government Reorganisation process.

136.2 Councillor Badcock reported that the Friends of Brook Hollows had looked at clearing the back channel to the lake but this work would not be done as they had been advised at an EA flood risk activity licence would be required and that responsibility would then rest on the Friends. He also reported on a Property Flood Resilience fund which will be announced at the public meeting.

Councillor Badcock referred to the silt on the Brookside Ford and asked if the council's contractor could be asked to quote to remove it – Councillor Stewart said that she would ask the EA for advice.

- 136.3 Councillor Appleby reported that a Staffordshire Highways gritting vehicle had slid on ice on Beacon Road, hit cars and damaged the grass verge and hedge. **Agreed** that Staffordshire Highways be asked to reinstate the grass verge and repair the hedge.
- 136.4 Councillor S McManus reported that the council's co.uk domain would end on 22 January.
- 136.5 Councillor Robson referred to the invitation extended by the de Ferrers Academy for councillors to join a Community Focus Group and he confirmed that he would be joining the group.
- 136.6 Councillor Gallone reported that:
- A kerb stone had been dislodged on the Spread Eagle bridge. He was advised to report this issue to the County Council via their online reporting portal.
 - He queried who was able to access the speed camera data website to better understand the data gathered. **Agreed** that an enquiry be put to the supplier on how easier access to the data could be provided.

137. Financial matters

137.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Staffordshire History Development Trust	Shelf sponsorship	BACS (Pd 12/12/25)	50.00	0.00
O2	Council mobile (December invoice)	DD (Pd 23/12/25)	15.60	2.60
P Gould	Mowing contract	BACS	1,354.58	0.00
IONOS Cloud Ltd	Hosting PC's co.uk domain	DD	8.40	1.40
ESBC	Bin emptying (4 th qtr 2025/26)	BACS	1,540.25	256.71
Clerk	Salary and expenses	BACS	1,482.19	0.00
J Deacon	Environmental contract £1,376.10 Craythorne barrier lock/unlock £223.20 Remove broken goal post from Craythorne car park £42.00	BACS	1,641.30	273.55
Ricoh UK Ltd	Photocopier: Qtrly rental £95.51 Copy charges £62.11	BACS	157.62	26.27
Parish Online	Website subscription/gov.uk domain Jan 2026-Jan 2027	BACS	626.40	104.40
The Cartridge People Ltd	Printer toner	Debit Card (Pd 08/01/26)	126.65	21.11
O2	Council mobile (January invoice)	DD	15.60	2.60
Total			7,018.59	688.64

Resolved That the above payments be approved.

137.2 Bank reconciliation at 31 December 2025

		Community Account	Instant Access Account	Total
01 April 2025	Opening balances	£ 15,667.27	£77,360.20	£ 93,027.47
Movement in funds to date	PLUS Income	£112,226.18	£ 7,981.82	£120,208.00
	LESS Expenditure	£ 75,977.04	£ 0.00	£ 75,977.04
31 December 2025	Bank Statement	£ 51,916.41	£85,342.02	£137,258.43

Resolved That the above was a true record.

137.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 December 2025 were:

	Opening funds 01/04/2025	Movement in funds to date	Available funds 31/12/2025
Environmental improvements	£ 7,100.00	(£ 640.00)	£ 6,460.00
Brook Hollows	£ 9,326.50	(£1,800.00)	£ 7,526.50
Play areas	£20,250.00		£20,250.00
Speed Indicator Device	£11,000.00	(£5,377.00)	£ 5,623.00
Total	£47,676.50	(£7,817.00)	£39,859.50

138. Receipts and payments to 31 December 2025 and draft 2026/27 budget

Resolved That:

- The receipts and payments to 31 December 2025 be noted.
- The draft 2026/27 budget be approved subject to Nom. Code 4205 being increased from £2,372 to £2,555.

139. 2026/27 Precept declaration

Resolved That a Precept of £104,173 be declared on ESBC (this equates to £70.62 per year for Band D homeowners).

140. Rolleston and Doveside Women's Institute (WI): Grant application

The WI had taken over creating handcrafted displays for the village post boxes and they had requested a grant in the sum of £300 to cover the cost of materials for one year.

Councillor Badcock reported that he had liaised with the WI to explain that they could apply for ESBC's Councillors Community Fund (CCF) and an application had been prepared to cover the cost of two years materials in the total sum of £600. He asked the council to consider contributing £120 with the remaining £480 being requested from the Fund.

After significant discussion it was **agreed that:**

- The council would contribute £120 towards the cost of materials, as set out above subject to ESBC approving the CCF application. Should the CCF application fail the original WI grant aid application would be reconsidered by the council.
- The Clerk be authorised to finalise the CCF application and submit this to ESBC Councillor Lock on behalf of the WI.

141. Sport England funds

See Minute No. 135 above.

142. Flooding

142.1 Introduction of Community Flood Officers at Severn Trent

The council had received an email from Emma Sharp introducing herself as the Community Flood Officer for Staffordshire within the Water, Quality & Environment Team at Severn Trent.

Agreed That Ms Sharp be invited to attend the next meeting of the council (Councillor Stewart undertook to contact Ms Sharp).

142.2 Councillor Stewart reported that she had participated in the virtual meeting with EA representatives and Dr Slater (Jacob Collier MP's Office Manager) when the EA had said that the report had been completed and the recommendations are: do nothing, just minimal maintenance. Property Flood Resilience funds will be offered to affected properties and a meeting will take place with those residents for them to be updated by Severn Trent Water, EA,

MP, etc. It was stressed that this would be an invitation only meeting, not a public meeting and SCC, ESBC and PC councillors will also be invited to the meeting.

Agreed That the EA be requested to provide a report after the meeting which can be shared and that a second public meeting should be sought.

142.3 Councillors noted that the Beacon Road/School Lane drainage was not working and asked that the County Councillor be asked to explain what has been done and if this location would be jetted.

143. Martyn's Law

See Minute No. 135.

144. Correspondence

144.1 Letter to the Prime Minister – Local Government Reorganisation

Councillor Mark Deaville, Staffordshire Moorlands District Council had contacted all District, Borough, Parish and Town councils asking that they consider signing a letter he had drafted to the Prime Minister. The letter set out concerns regarding the Local Government Reorganisation.

After significant discussion it was **agreed** that the council would not sign the letter but instead it would write to the Prime Minister as follows:

The Parish Council recently discussed the proposed Local Government Reorganisation (LGR) in Staffordshire and Councillors asked that their concerns regarding this process be made known to you:

- *Timescale: The process is being pushed through too quickly.*
- *Insufficient information is being provided to parish councils to enable Councillors to understand the implications of the LGR and what part this tier of local government will play in the future.*
- *There is a lack of consultation with members of the public.*
- *Councillors would not want to see Stoke on Trent merged with East Staffordshire as the inherited debt from that authority would adversely impact on residents.*

Councillors asked that the above concerns be considered by you and the Cabinet when any decisions are to be made regarding LGR in Staffordshire.

144.2 Rolleston Station Heritage Group

The Group had contacted the council seeking permission to apply to the National Transport Trust's 'Red Wheels' scheme however the Group had latterly discovered that an annual membership fee would be payable and they had decided that membership was not practical for the RSHG project.

144.3 PC Tree Survey and Register

A resident had contacted the council asking that "Trees affected by Ivy infestation (invasive species) and recommendations" be added to the proposed tree survey.

The resident had previously raised this issue regarding those trees affected on Knowles Hill owned by SCC and added that it was his understanding that the invasion of Ivy to mature trees on Brook Hollows has and is being addressed following consultation with respective parties.

Councillors noted that the Parish Council is not responsible for the trees on Knowles Hill or on Brook Hollows and they were of the opinion that any issues regarding Ivy on trees on PC-owned land would be identified on the tree survey.

145. 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.

146. Quotations

146.1 Station Road (grass verge)

Resolved That John Deacon's quotation in the sum of £75 plus VAT be accepted to remove the post left by Bellway, fill and re-seed; fill large sink hole with top soil and reseed where another post had been installed.

146.2 Survey of trees on PC-owned land (Minute No. 120 refers)

Resolved That John Booth Arboricultural Consultants Ltd's quotation in the sum of £1650 (VAT not applicable) be accepted to undertake a survey of trees on PC-owned land.

147. Environmental and Mowing Contracts

Resolved That:

- a) An update regarding the contracts be noted and that discussions be held with the contractors at their April 2026 review meetings with a view to extending the contracts by one year.
- b) Information regarding Procurement requirements be noted and that the council's Financial Regulations: Section 10 Procurement be updated.

148. Appeal regarding decision on Memorial Bench application – John Wells Carlton (Minute No. 127.3 refers)

Resolved That:

- The appeal be allowed subject to the bench specification and its location offered by the council being agreed by the family.
- The council's Memorial Benches and Plaques Policy be reviewed at the next meeting of the council.

The meeting closed at 9.09pm

Signed

Date

Rolleston on Dove Parish Council
Receipts and payments to 31 January 2026 and 2026/27 budget

Nominal Code	Description	Actual to 31/03/2025 £	2025/26 Budget £	2025/26 Projected YE £	Actual to 31/01/2026 £	Approved budget 2026/27 £
100	Income					
1076	Precept	93,041	99,212	99,212	99,212	104,173
1090	Interest Received	938	600	565	487	540
1100	Grants & Donations Received	3,346	1,000	4,700	4,700	-
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	220	50	260	260	50
1270	SCC: Annual grass cutting	5,875	5,234	5,339	5,339	5,339
1280	Insurance claim settlement	940	-	-	-	-
1999	Other income	3,776	-	875	875	600
	Income	109,945	107,906	112,761	112,683	112,512

TBC

Nominal Code	Description	Actual to 31/03/2025 £	2025/26 Budget £	2025/26 Projected YE £	Actual to 31/01/2026 £	Approved budget 2026/27 £
200	Administration					
4000	Staff salary	20,714	21,300	21,970	17,942	22,629
4020	Employer's National Insurance	1,603	2,445	2,544	1,909	2,644
4030	Payroll Services	100	100	100	-	100
4050	Use of Home as Office	178	178	178	149	195
4100	Insurance	1,632	1,632	1,892	1,892	1,892
4110	Audit Fees	810	810	810	185	810
4115	Bank charges	6	55	55	44	51
4120	Photocopier: Rental/Maint.	378	378	378	363	318
4121	Photocopier: Copy charges	480	500	500	430	500
4125	Stationery	276	270	270	117	270
4127	Village Directory	191	200	193	-	200
4130	Postage	789	600	724	724	750
4140	Council mobile	218	260	200	166	200
4150	Subscriptions	884	900	900	713	1,200
4160	Training	220	500	650	240	500
4180	Room hire	240	240	275	-	275
4190	Mileage expenses	245	220	220	176	220
4195	Parking fees	9	12	12	3	10
4200	Play areas R&M	2,781	5,225	5,225	1,938	5,500
4205	Craythorne barrier: Lock/unlock	2,135	2,190	2,190	1,842	2,555
4210	RPC website	499	635	635	592	625
4211	Village website	49	60	79	59	79
4220	IT / Software	382	400	575	575	580
4230	S137 Expenditure	222	100	400	400	100
4240	Mowing contract	16,555	16,255	16,255	13,891	17,000
4250	Bin emptying	4,999	5,250	5,134	5,134	5,476
4260	Trees	5,193	4,000	5,500	1,622	5,000
4265	Plants (troughs, planters)	1,029	1,120	1,396	1,396	2,000
4270	Environmental contract	13,615	13,761	13,761	11,468	13,761
4275	General R&M and Out of Scope works	3,991	5,500	5,500	1,666	5,500
4280	Bus shelter	-	2,000	2,000	2,000	3,422
4285	Flooding	760	2,000	-	-	2,000
4300	Projects	7,323	5,000	-	-	5,000
4310	Professional fees	1,556	5,000	4,000	1,950	5,000
4320	Capital expenditure	257	800	-	-	800
4330	Other administration	1,767	2,000	1,500	479	2,000
4999	Contingency	4,279	5,000	5,000	150	5,000
	Total Expenditure	94,740	106,896	101,021	70,212	114,162
	Total Income	109,945	107,906	112,761	112,683	112,512
	Net Income/Expenditure	15,205	1,010	11,740	42,471	- 1,650

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2025 £	Movement in funds to date £	Available funds 31/01/2026 £
320	Environmental improvements	7,100.00	- 640	6,460.00
322	Brook Hollows (Donor funds)	9,326.50	- 1,800	7,526.50
325	Play Areas	20,250.00		20,250.00
329	Speed Indicator Device (SID)	11,000.00	- 5,377	5,623.00
	TOTAL	47,676.50	- 7,677	39,859.50

Funds statement at 31 January 2026

Total funds held in bank accounts	£ 130,412.29
LESS Earmarked Reserves	-£ 39,859.50
LESS Remaining budgeted expenditure	-£ 36,684.00
General Reserves	£ 53,868.79

Kim Squires Internal Audit Services

52 HANDSACRE COURT
CANON LANE
RUGELEY
STAFFORDSHIRE
WS15 1PQ

26 Jan 2026

Dear Councillor,

Thank you for appointing Kim Squires Internal Audit Services as your Council's Internal Auditor for the current financial year.

I confirm that we are an independent company with no links, familial or otherwise, to the Council.

We recommend that you minute the receipt of this letter and its contents at the next meeting of the Council.

Yours sincerely

Kim Squires



John Booth Arboricultural Consultants Ltd
*J A Booth MBA, MBA, MSc, CEnv, FARborA, RCarborA, DipArb(RFS), CUEW,
LCGI(Hort), NDArb*
Director & Principal Consultant
Chartered Environmentalist, Certificated Expert Witness & Arboricultural
Association Registered Consultant

Tree Risk/Benefit Assessment

at

Various Sites

for and on behalf of

Rolleston on Dove Parish Council

28 January 2026

**242 Highfields Park Drive
Broadway
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SUMMARY

The report concerns a tree/risk benefit assessment at various sites, any recommendations regarding remedial tree works can be found in the accompanying Tree Survey Schedules.

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1 INTRODUCTION

1.1 *Author's Qualifications and Experience:* I am a Chartered Environmentalist, a Fellow and Registered Consultant of the Arboricultural Association; I am also a past national chairman of the Arboricultural Association. I have over forty years experience of arboriculture and amenity tree management and have written papers published in respected journals such as the International Journal of Urban Forestry and was a member of drafting group responsible for the writing of the National Tree Safety Groups publication 'Common sense management of trees'. I am trained in the use of the Quantified Tree Risk Assessment (QTRA) methodology and am a Bond Solon/Cardiff University certificated Expert Witness.

1.1.1 For your assurance I carry £1,000,000.00 Professional Indemnity insurance.

1.1.2 This report is based on my site observations and any information provided.

1.2 *Background and Brief:* Rolleston on Dove Parish Council (my client) sought advice regarding the management of tree-related risk on the grounds of several sites -

1. Jinny Nature Trail
2. Craythorne Woods
3. Platinum Jubilee Orchard& Tifflands Adventure Play Area
4. Spread Eagle Island
5. The Croft
6. Shotwood Close Public Open Space
7. Diamond Jubilee Orchard

1.2.2 The instruction was to provide advice regarding the benefits and risks associated with trees occupying the sites and the need for any remedial work. All tree survey data and recommendations are recorded in the accompanying Tree Survey Schedules.

1.2.3 Whilst expert opinion and inspection might provide more assurance than a 'lay' inspection, basic inspection by those persons regularly present at the site can assist in the identification of hazardous trees. General guidance on common tree hazards can be found at Appendix 1.

1.3 Scope & Limitations:

1.3.1 The findings and recommendations contained within this report are, assuming its recommendations are observed, valid for a period of twelve months from the date of survey; trees are living organisms subject to change – best practice dictates they are inspected regularly for reasons of safety; they should also be re-inspected following instances of gale force wind.

1.3.2 Whilst every effort has been made to detect defects within the trees inspected, no guarantee can be offered. The recommendations given are intended to reduce the likelihood of tree collapse, but absolute safety is not a realistic goal; even apparently sound trees can fail particularly during inclement weather eg Gale force winds of 8 (39 - 46 mph) may result in the shedding of small twigs and branches whereas Gale force 10 winds (55 – 63 mph) may result in trees being uprooted.

1.3.3 This report has been prepared for the sole use of the client. Any third party referring to this report or relying on the information contained herein does so entirely at his or her own risk.

1.3.4 Tree rooting characteristics and soils are both enormously variable as are their interactions. This makes attempts to quantify subsidence risk assessment impossible. No effort has been made to assess subsidence risk potential, nor should any be construed.

'The interacting system of trees, soils and buildings is so inherently variable as to make any accurate prediction of the risk of (subsidence) damage impractical.'
(Biddle, 1998, page 323)

1.3.5 It is not recommended that climbing plants, undergrowth, basal epicormic growth, or hedgerows are routinely removed to get a closer look and carry out a detailed assessment unless there's obvious sign of an unusual tree risk; such features have significant habitat value. It's only when an obvious tree risk feature is found that the costs of removing vegetation, and the loss of habitat benefits, are justified.

1.3.6 General Benefits and Risks of Trees: The more obvious benefits that trees give us are visual beauty in the landscape, wood, and the various crops they produce. Further values include wildlife habitat, pollution filtering, and reducing the harmful effects of both weather and climate change. Trees also have important social value as part of our culture, history, or because they commemorate an important event. As if all those benefits weren't enough, there's an ever-increasing body of scientific evidence which shows that trees are essential for our physical health, mental wellbeing, and quality of life.

1.3.6.1 The overall risk from trees and branches falling is extremely low compared to other everyday risks that are readily accepted.

“A comparison of risks of injury and death from 2000 to 2010, with regard to non-fatal injuries, the number of accident and emergency cases attributed 46 to being struck by trees (~55 per year) is very small compared with the number of leisure-related accidents (~2.9 million per year). Footballs (262,000), children's swings (10,900) and wheelie bins (2,200) account for far more accidents than trees.”

National Tree Safety Group, (2024), 'Common Sense Risk Management of Trees'

1.3.6.2 Of course we can't be an insurer of nature, trees are living structures that sometimes shed branches or fall over, but this usually happens because of severe weather, or because they have an obvious risk feature. Since we need the many benefits from trees we must accept we can't remove **all** the risk.

1.3.6.3 There is a duty of care on landowners to manage the risk from trees. The duty says landowners should be reasonable, proportionate, and reasonably practicable when managing the risk. That means there's a balance that needs to be struck between the many benefits trees provide, the risk, and the costs of

managing the risk. By taking a balanced approach resources aren't wasted by reducing risk, and losing benefits, when the risk is already acceptable or tolerable. We all have a responsibility to make reasonable decisions. We're all expected to act reasonably and responsibly.

1.3.6.4 When severe weather is forecast, we can manage our exposure to the higher risk from tree failure by not going out. If we go out, we're choosing to accept some of the risk.

2 SITE VISIT AND OBSERVATIONS

2.1 Site Visit: I undertook site visits on 17 & 27 January 2026. The weather at the time of the surveys was dry and still; visibility was adequate for the purpose of the visit.

2.2 Tree Survey Methodology: A 'walk over' survey was conducted visually from the ground using 'Visual Tree Assessment' (VTA) techniques; where appropriate the trees were also 'sounded' using a nylon mallet to detect any hollowness, where hollowness was found it was explored with a steel probe. VTA is a methodology, employed by arboriculturists, to evaluate the structural integrity of a tree, relying on observation of a tree's biomechanical and physiological features; this is the method generally adopted and is appropriate in this instance. **All trees on site were surveyed**, and those found to require remedial attention (none in this instance) are recorded in the following Tree Survey Schedule; they were attached a numbered aluminium tag, the number of which cross references with the accompanying Tree Survey Schedule; trees found not requiring work are omitted.

4 OTHER CONSIDERATIONS

4.1 Trees Subject to Statutory Controls: No attempt has been made to establish the existence of any statutory controls; the following is given as guidance.

4.1.1 Trees and hedgerows can be subject to statutory control and severe penalties can result from unauthorised works or damage. It is recommended that prior to commencement of any tree works the Local Planning Authority (LPA) are contacted. When proposing to do works to trees within a Conservation Area, with some exceptions, six weeks written notice must be given to the LPA, this notice need not take any form other than a written specification of what is proposed and a plan illustrating the position of the tree(s). This notice is often referred to as a Section 211 Notice. Many LPA's prefer that their standard pro-forma is submitted to ensure the necessary details are included in the notice; whilst such cannot be strictly required it can assist in a speedy outcome.

4.1.2 Having received the notice the LPA has essentially only one of two options at its disposal ie:

- **Impose a Tree Preservation Order (TPO)** in respect of those trees/some of those trees subject to the notice. This prevents any works being carried out without the express, written consent of the LPA,

Or

- **Do nothing** It is considered best practice for an LPA to acknowledge receipt of the notice but there is no obligation for it to do so. After six weeks of serving the notice the tree owner may proceed with the works detailed in the Section 211 Notice.

4.1.3 The LPA cannot, in response to a Section 211 Notice, issue a conditional consent.

4.1.4 TPO's are made in the interests of preserving amenity, usually taken to mean public visual amenity. Trees largely removed from public view, and which have little visual impact are not usually made the subject of a TPO. The written consent of the LPA must be obtained prior to undertaking works to trees subject to TPO unless, as with trees in Conservation Areas, certain exemptions apply. Regarding trees subject to TPO's it is a requirement that a standardised application form is used; this form is available from the LPA.

4.2 Trees and Wildlife: Trees play host to nesting birds all of which are protected by law. All British bat species are also protected, and many can be found in trees. Great care needs to be taken to avoid disturbance, and consideration should be given to the timing of tree works to avoid such. Where the presence of protected species is suspected, Natural England should be contacted for advice and a Licensed Bat Handler must be appointed.

4.3 Implementation of Tree Works: Guidance on hiring an Arborist is available from the Arboricultural Association, also their Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Gloucestershire, GL53 9QS (Telephone 01242 522152, www.trees.org.uk).

4.3.1 Any appointed contractor should carry out all tree works to BS 3998 (2010) '*Recommendations for Tree Work*'.

4.3.2 Should the appointed contractor identify any unscheduled defects whilst implementing any recommended works he must immediately report such to the client who should arrange for a further inspection.

4 BIBLIOGRAPHY

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- Mattheck, C. (2007), '*Updated Field Guide for Visual Tree Assessment*'.
- National Tree Safety Group, (2024), '*Common Sense Risk Management of Trees*'.

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Director & Principal Consultant

Chartered Environmentalist, Certificated Expert Witness & Arboricultural Association Registered Consultant

6 Tree Survey Plans & Schedules

6.1 Tree Survey Plan – Jinny Nature Trail



6.1.1 Tree Survey Schedule - Jinny Nature Trail

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

6.2 Tree Survey Plan – Craythorne Woods & Tafflands Adventure Play Ground



6.2.1 Tree Survey Schedule – Craythorne Woods & Tafflands Adventure Playground

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

6.3 Tree Survey Plan – Platinum Jubilee Orchard



6.3.1 Tree Survey Plan - Platinum Jubilee Orchard

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

6.4 Tree Survey Plan – Spread Eagle Island



6.4.1 Tree Survey Schedule – Spread Eagle Island

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

6.5.1 Tree Survey Plan – The Croft



6.5.1 Tree Survey Schedule – The Croft

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
0825	Lime	20	Mid	C	Basal decay, probed with steel rod – Extensive. Remove & replant.	H
0824					Other trees exhibited no unusual features, no unusual risk, no work required at this moment in time.	

6.6 Tree Survey Plan – Shotwood Close Public Open Space



6.6 Tree Survey Schedule - Shotwood Close Public Open Space

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

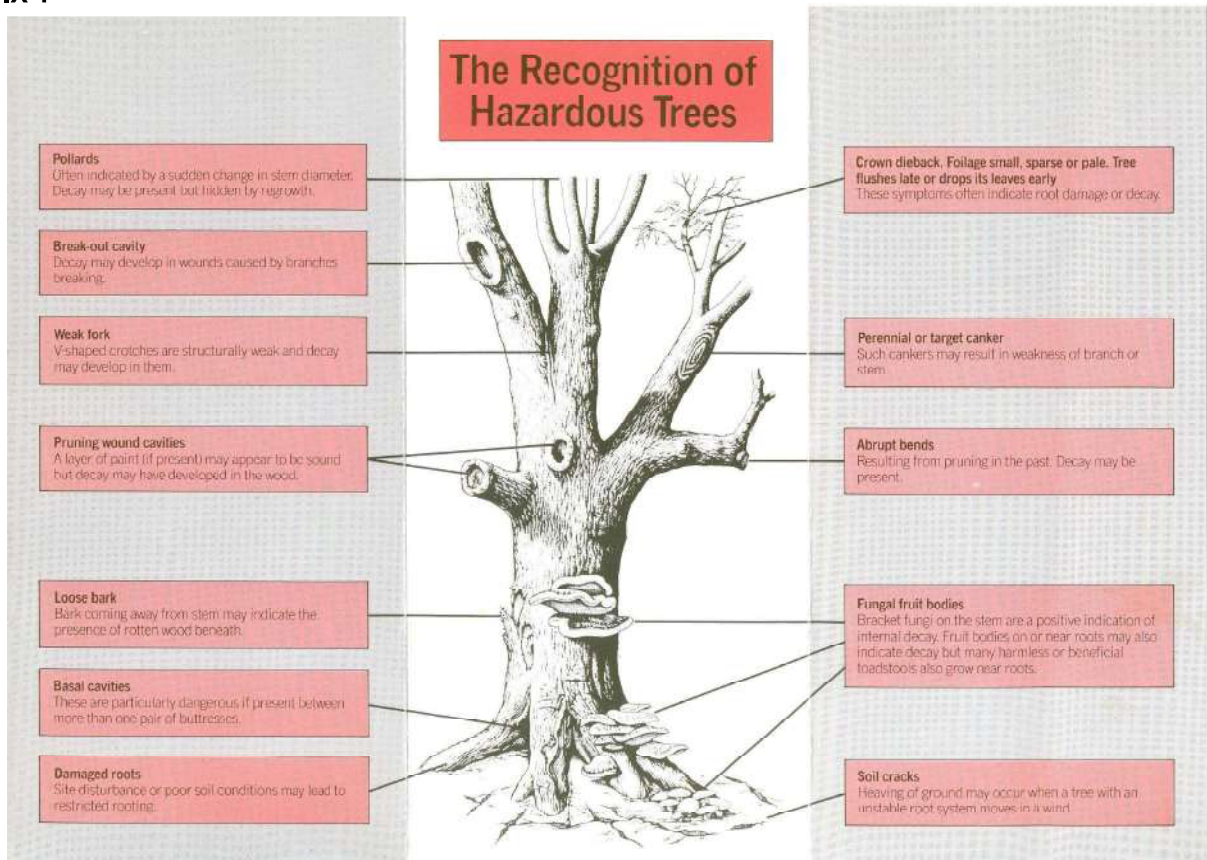
6.7 Tree Survey Plan - Diamond Jubilee Orchard



6.7 Tree Survey Schedule - Diamond Jubilee Orchard

Tree Tag No	Species	Ht (m)	Age Class	Cond.	Recommendations & Reasons.	Priority
None of the trees were found to require any work at this moment in time nor do they pose any unusual risk.						

APPENDIX 1





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