

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road on
Monday 11 May 2026 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

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

In attendance

ESBC Councillor Lock

Alice Peck, Youth Representative

Emily Roberts, MP's Senior Caseworker

Three members of the public

Mary Danby, Clerk

Public Forum

Proposed Knowles Hill traffic calming

Councillor Stewart explained that invitations had been sent as agreed to Staffs Highways but they were unable to attend the meeting. A site meeting had been arranged; however this needs to be rescheduled as not all the affected residents were available.

The Knowles Hill residents said that a SCC engineer had surveyed the site on 07 May, this had not been done previously and they queried how the scheme could be drafted without a survey; they felt that a decision has already been made and that the site meeting will only explain the scheme and not seek residents' views. The scheme consultation had been due to be published at the end of April but this had not yet been seen.

Councillors **agreed** that the comments regarding the recent site survey be raised with County Councillor White; that he be asked to confirm when the consultation document would be published and a request be made that the MP and ESBC Ward Councillors be invited to the site meeting.

The residents explained their concerns to Ms Roberts and why they believed that the proposed scheme is not sufficient and will not solve the issue. They reiterated that they want to see a chicane installed to narrow the road (as installed on Station Road, Rolleston and in Anslow) and speeds humps installed to slow vehicles down before they arrive at the junction.

Councillors **agreed** to send the Knowles Hill SID data to Ms Roberts and a photograph of the van that had left the road and caused damage to the Diamond Jubilee Orchard. Ms Roberts said that she would send the SID data to the Police and ask them to provide increased patrols on a temporary basis.

Ms Roberts said that she would:

- Contact the Police
- Contact Staffordshire Highways and Councillor White to push for the proposal to go to consultation
- Schedule a call with Councillor White to discuss the proposed scheme and raise the Parish Council and residents' objections to the initial proposal

Craythorne Road

A Craythorne Road resident thanked Councillor Appleby for following up on the reports of dogs worrying sheep. She said that the meeting being arranged for residents through Stretton PC with PCSO regarding ASB had not yet taken place.

The resident referred to ASB from young people on the Golf Driving Range and she expressed concern regarding the hedgerow being cut back during the bird nesting season. Councillor Stewart said that a member of Rolleston FC had contact her regarding ASB from the site which they had also reported to the Police. Councillor Houston explained that the hedgerow works had been done with permission; he also said that a permanent employee would be on site from 12 May and the old driving range was due to be demolished so these actions would see the young people having nowhere to go.

Councillors noted that fly tipping had appeared on Gypsy Lane, Councillor Stewart agreed to report this to ESBC.

1. **Election of Chair**
Resolved That Councillor Stewart be elected Chair for the ensuing year.
2. **Election of Vice Chair**
Resolved That Councillor Peirce be elected Vice Chair for the ensuing year.
3. **Apologies for absence**
Councillors Gallone and Storer and Millie Marsden (Youth Representative).
4. **Declarations of Interest and Dispensations**
None declared.
5. **Appointment of Committees, Sub-Committees, Working Groups, etc**

	Membership
Contracts Working Group	Cllrs Gallone, Houston, Peirce, Robson, Sanderson, Stewart
Elizabeth Avenue Play Area Working Group	Cllrs Appleby, Houston and Peirce Alice Peck, Youth Representative
Stretton/Rolleston Parish Councils' Liaison Representatives	Cllrs Appleby and Badcock

6. **Appointment of representatives on Outside Bodies**

Outside Body	Current Representative(s)
Rolleston Almshouse Trust	Cllrs Appleby and Sanderson
Rolleston United Foundation	Cllr Stewart

7. **Village area allocations**

To allocate areas of the village for councillors to monitor against the Environmental Contract and Mowing Contract specifications. The areas are:

Area	Councillor covering the area
Craythorne Playing Field, Craythorne Woods and Walford Road Jitty	Ellen McManus
Diamond Jubilee Orchard and Orchard verge	Mike Robson
Elizabeth Avenue play area and playing field	Simon Appleby
Fiddlers Lane Bridleway and Footpath 9 (FP09) at the eastern side of Brook Hollows	Michael Badcock
Grass verges on Anslow Lane, Beacon Road, Beacon Drive, Dodslow Avenue and Elizabeth Avenue	Simon Appleby

Jinny Trail	Steve McManus
Meadow View, including Platinum Jubilee Orchard	Billy Storer
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Bruno Gallone
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"> ▪ Church Road ▪ Knowles Hill and Rolleston Road ▪ Station Road 	Bruno Gallone Andy Peirce Clare Stewart

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal	Comment
P/2026/00325	Ivy Cottage Chapel Lane	Removal of stump and fallen debris of 1 Apple tree	No objection
P/2026/00360	85 Hall Road	Demolition of existing conservatory to facilitate the erection of a single storey rear extension including roof light with 150mm upstand and alterations to existing rear dormers to include external and internal insulation and lead effect cladding	No objection
P/2026/00396	4 Wragg Close	Construction of domestic greenhouse	No objection
P/2026/00421	Caernarvon House Hall Grounds	(TPO) Reduce branches T1 - Willow by 2-3 metres T2 - Cedar Reduce limb over the road by 2-3 metres and thin canopy by up to 10% (T1 and T2 of TPO 1AA1.	No objection

9. Minutes

Resolved That the Minutes of the meeting held on 13 April 2026 be approved and signed as a true record subject to the following:

10. Matters arising

Minute No. 192.2 re painting of Burnside railings

Councillor Appleby gave his thanks to Gordon Stewart for painting the Burnside railings.

Minute No. 192.3 re repairs to the Church boundary wall (first bullet point)

Councillor Badcock said that an internet search had revealed there were many funding schemes that the Church could apply to for funds to repair the Church boundary wall.

11. Councillors reports

- 11.1 Councillor Gallone reported that the Spread Eagle bridge kerb stone had yet to be repaired and he would report this again to the County Council.
- 11.2 Councillor Robson reported that he had been approached by the Spread Eagle Inn's Manager asking for advice regarding an abandoned car in their car park and asking if permission was required for them to prune the trees and shrubs around their car park. **Agreed** that the Spread Eagle Inn should report the abandoned car to the Police but as the car park is private land the landowner has to arrange removal. It was also **agreed** that they are able to prune the shrubs around the car park and that the trees could be pruned if they are a danger to the public.

Councillor Robson said that the herbs at the Diamond Jubilee Orchard had been moved into large groups and signed appropriately.

- 11.3 Councillor Houston reported that he had seen a local tree surgeon cutting trees on Tafflands on 11 May and he queried why this work had been done and who had authorised the work. **Agreed** that the tree surgeon be asked why unauthorised work had been done to PC trees on PC land and who had authorised the work.
- 11.4 Councillor E McManus reported that the recent Rollestonian of the Year article on the PC's Facebook page had had over 300 views.
- 11.5 Councillor Badcock reported that the accessible picnic table had been installed and path repairs completed on Brook Hollows.
- 11.6 Councillor Stewart reported that:
- The MP had invited a council representative to participate in an online meeting on 03 June to discuss Local Government Re-organisation. **Agreed** that Councillor Peirce would represent the council at the meeting.
 - The Civic Trust's annual Plant Fair would be taking place on 07 June and any contributions of plants would be appreciated.
 - The Village Map on the Spread Eagle Inn's wall would be removed by Councillor S McManus and Gordon Stewart before the refurbishment works were due to start.
 - Staffs Highways were conducting a grit bin audit.
 - The Diocese were in discussions with the PCC regarding repairs to the Church boundary wall.
 - The government had published the Martyn's Law Guidance; she and the Clerk had completed the ProtectUK training and all ProtectUK information had been sent to the Rolleston Transport Festival Committee Chairman.

12. Internal Audit report for the year ended 31 March 2026

Resolved That the Internal Audit report be received and noted and that the Clerk be thanked for her hard work in managing the council's financial affairs.

13. Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026

13.1 Section 1 – Annual Governance Statement 2025/26

Resolved: That:

- 13.1.1 The council had prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 13.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

- 13.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 13.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 13.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 13.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
- 13.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 13.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
- 13.1.9 The council had made suitable arrangements for its IT and data management and had complied with proper practices in doing so.

Resolved That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2026 be approved and the Chair be authorised to sign the document.

13.2 Section 2 – Accounting Statements 2025/26

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2026 be approved and that the Chair be authorised to sign the document.

14. Public Rights period for the 2025/26 Annual Governance and Accountability Return (AGAR)

Resolved That the Public Rights period be as follows:

Date of announcement: 02 June 2026

Public Rights period: 03 June – 14 July 2026 inclusive

15. Appointment of Internal Auditor for the 2026/27 financial year

Resolved That Kim Squires Internal Audit Services be appointed at the council's Internal Auditor for the 2026/27 financial year.

16. Financial matters

16.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Amazon	Stationery	Debit Card (Pd 27/04/26)	25.90	4.32
B Gallone	Reimbursement (APM refreshments)	BACS (Pd 28/04/26)	10.20	0.46
Amazon	Copy paper	Debit Card (Pd 29/04/26)	19.99	3.33
Freeola	Hosting village website	DD	14.76	2.46
P Gould	Mowing contract	BACS	1,354.58	0.00
Clerk	Salary and expenses	BACS	1,492.88	0.62

J Deacon	Install accessible picnic table and bench; path repairs (both items Brook Hollows Donor funds)	BACS	3,912.00	652.00
Hardy Signs Ltd	Update Honours Board	BACS	98.40	16.40
J Deacon	Environmental Contract £1,376.10 Craythorne gate lock/unlock £252.00 Paint for contract work £91.58 Repairs to Stile 14 £36.00	BACS	1,755.68	292.61
Contract Sign Systems	Replacement village gateway sign (Anslow Lane)	Debit Card (Pd 05/05/26)	359.66	59.94
Clerk	Reimbursement: McAfee Anti-virus licence renewal	BACS (Pd 05/05/26)	79.99	13.33
Lloyds Bank	Bank charges	DD	5.17	0.00
Dynamic Transport Planning	Craythorne Road traffic survey	BACS	834.00	139.00
Kim Squires Internal Audit Services	Internal Audit service YE 31 March 2026	BACS	193.90	0.00
TOTALS			10,157.11	1,184.47

Resolved That the above payments be approved.

16.2 Bank reconciliation as at 30 April 2026

		Bank Accounts		Total £
		Community £	Commercial Instant Access £	
31 March 2026	Bank Statement	18,056.50	87,446.15	105,502.65
Movement in funds to date	PLUS Income	53,064.00	3,285.93	56,349.93
	LESS Expenditure	8,481.96	0.00	8,481.96
30 April 2026	Bank Statement	62,638.54	90,732.08	153,370.62

Resolved That the above was a true record.

16.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 30 April 2026 were:

	Opening funds 01/04/2026 £	Movement in funds to date £	Available funds 30/04/2026 £
Environmental improvements	15,000.00	0	15,000.00
Brook Hollows	7,526.50	0	7,526.50
Play areas	20,000.00	0	20,000.00
Speed Indicator Device	6,000.00	0	6,000.00
Total	48,526.50	0	48,526.50

17. Receipts and payments to 30 April 2026

Resolved That report be noted.

18. Sport England funds

Councillor Stewart reported that ESBC had sent the draft variation agreement to Bellway's solicitors for approval. ESBC's legal team will monitor this and provide updates accordingly.

19. Flooding

19.1 **Resolved** That the EA report be received and noted.

19.2 Councillor Badcock reported that the EA had been in contact with the Wildlife Trust regarding natural flood management.

20. Review of policies

20.1 **Resolved** That the following policies be ratified with no amendments being necessary:

- Anti-Fraud & Corruption Policy
- Financial Regulations
- Members and Officers Subsistence/Mileage 2026/27
- Standing Orders

20.2 **Resolved** That the following policy be adopted:

- Safeguarding Policy

It was further resolved that Councillors Stewart and Storer be appointed as the council's Designated Safeguarding Officers and that they undertake the appropriate training as soon as possible.

21. Craythorne Road: Traffic Survey report

Councillors noted the report and that residents had contacted the council with their concerns about speeding traffic.

Resolved That:

- The report be sent to Staffordshire Police and a request be made asking if they would consider setting-up a speed check on the road.
- The report also be sent to ESBC asking if the data could be considered in relation to P/2026/00167.

22. Correspondence

22.1 **Staffordshire Parish Councils' Association**

Bulletins had been circulated to all councillors.

22.2 **Comms Log**

The Comms Log had been regularly circulated to all councillors.

23. 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.

24. Quotations

24.1 **The Croft: Lime trees**

Resolved That this item be deferred to the next meeting pending receipt of comparative quotations. **It was further resolved** that all those quoting be requested to provide their Risk Assessment for the work.

25. Contract reviews

Resolved That:

- The contractors request regarding fuel costs be noted and they be asked to provide information for the council to consider at the next meeting.

- That new three year contracts be negotiated with both contractors to commence on 01 April 2027.

26. Council correspondence

Resolved That:

- Communications with a resident regarding the council's letter asking that their hedge be cut back be noted.
- All letters to residents regarding overgrown hedges, etc should include photographs illustrating the problem and the issue should be confirmed by a Councillor prior to being sent.
- The Comms Log continue to be provided to Councillors and to include details of letters sent to residents regarding overgrown hedges, etc.
- Communications with the council regarding the Anslow Lane grass verge be deferred pending receipt of advice to be sought from Staffordshire Highways.

The meeting closed at 9.08pm

Signed

Date