Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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07 September 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 14 September 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.

AGENDA

1. **Apologies for absence**

2. **Declarations of Interests and Dispensations**

3. **Planning applications**

Application No.	Location	Proposal
P/2026/00871	71 Knowles Hill	Outline application for the erection of a detached dwelling including details of means of access and layout
P/2026/00876	94 Beacon Road	Change of use from dwelling house (Class C3) to Children's Care Home (Class C2) for up to 3 children
P/202600919	The Black and White Cottage Chapel Lane	All over reduction by max 0.5m or the nearest suitable growth point of one Cherry Plum tree (T1) and all over reduction by max 1m or nearest suitable growth point of one Acacia tree (T2)

P/2026/00920	The Old Barn Chapel Lane	Prune back branches overhanging the neighbouring garden by up to 2m or to the nearest suitable growth point of one Silver Birch tree (T1)
P/2026/00921	2 Beacon Road	Prune back overhanging branches from the neighbouring garden by up to 2m or to nearest suitable growth point of one Silver Birch tree (T1)

4. To consider the Minutes of the meeting held on 13 July 2026 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 **Schedule of payments made during the summer recess**

Payee	**Description**	**Payment Method**	**Gross £**	**VAT £**
Rolleston Village Fayre Society	S137 Grant Aid (Min. No. 64.10 refers)	BACS (Pd 20/07/26)	100.00	0.00
Freeola Ltd	Hosting Village website	DD (Pd 07/08/26)	14.76	2.46
Clerk	Salary and expenses	BACS (Pd 11/08/26)	1,497.23	0.00
J Deacon	Craythorne car park, lock/unlock £260.40 Environmental contract £1,376.10 Repair Meadow View play area railings £48.00 Repairs to safer surface under swings on Elizabeth Ave play area £72.00 Repair Stile 17 £96.00	BACS (Pd 11/08/26)	1,852.50	308.75
P Gould	Mowing contract	BACS (pd 11/08/26)	1,354.58	0.00
Lloyds Bank	Bank charges	DD (Pd 18/08/26)	4.25	0.00
O2	Council mobile phone	DD (Pd 25/08/26)	17.40	2.90
		Total	**4,840.72**	**314.11**

7.2 **Schedule of payments due**

Payee	**Description**	**Payment Method**	**Gross £**	**VAT £**
BB Trees Ltd	Arboricultural report on the remaining five Lime trees on The Croft	BACS	440.00	88.00
SLCC Enterprises	Training – delegate fee (Clerk)	BACS	38.50	7.70
HMRC	NI/PAYE 2nd qtr 2026/27	BACS	1,859.84	0.00
Clerk	Salary and expenses	BACS	1,780.04	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
Lloyds Bank	Bank charges	DD	4.25	0.00
O2	Council mobile phone	DD	17.40	2.90

J Deacon	Craythorne car park, lock/unlock £260.40 Environmental contract £1,376.10	BACS	1,636.50	272.75
		Total	**7,131.11**	**371.35**

7.3 **Bank reconciliation at 31 August 2026**

		Community Account	Instant Access Account	Total
01 April 2026	Opening balances	£ 18,056.50	£ 87,446.15	£105,502.65
Movement in funds to date	**PLUS** Income	£ 62,074.76	£ 5,974.29	£ 68,049.05
	LESS Expenditure	£ 42,374.44	£ 0.00	£ 42,374.44
31 August 2026	Bank Statement	**£ 37,756.82**	**£ 93,420.44**	**£131,177.26**

7.4 **Earmarked Reserves at 31 August 2026**

	Opening funds 01/04/2026	Available funds 31/08/2026
Environmental improvements	£15,000.00	£15,000.00
Brook Hollows	£ 7,526.50	£ 7,266.50
Play areas	£20,000.00	£20,000.00
Speed Indicator Device	£ 6,000.00	£ 6,000.00
Total	**£48,526.50**	**£48,266.50**

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

9. Completion of audit for the year ended 31 March 2026 (Enclosures 3A and 3B)

The external auditors, Forvis Mazars, have signed off on the 2025/26 AGAR with no issues being raised and no suggestions for minor improvements. The Completion Notice and pages 3-6 of the audited AGAR were published on 26 August.

10. S106 funds

11. Flooding

11.1 **Environment Agency: Rolleston Brook September Update**

We continue to receive completed consent forms from residents who have registered an interest in the proposed Property Flood Resilience (PFR) scheme. This means we are now able to progress towards arranging the property suitability surveys, which we expect to begin shortly. The surveys will provide important information to help inform the next stage of the project and the Full Business Case.

We have also recently looked into the build-up of silt at the Brookside ford. Following an assessment of the area, we do not currently consider the silt bank to present an immediate flood risk. Although there is a noticeable build-up of sediment, there remains good capacity within the wider channel around the silt bank. Compared with the channel immediately upstream and downstream, the cross-sectional area at the ford remains greater, and during higher flows the silt bank would become submerged. We therefore expect any influence on flood levels to be relatively minor and localised.

The Environment Agency's field teams will continue to monitor the Rolleston Brook and undertake maintenance where there is an identified or immediate flood risk.

12. Martyn's Law

13. SPCA: Campaign Pack: Making Councillor Training a Legal Requirement (Enclosure 4A)
The council's current Training Policy is enclosed for information/reference (**Enclosure 4B)**.

As part of the West Midlands County Associations of Local Councils (WMCALC) we are pleased to share with you our Training Campaign Pack. It is designed to help your council influence the discussion around councillor training.

This pack brings together a briefing for councillors, a draft council motion, a template letter you can send to your MP and an updated member training policy. It is designed to make it as simple as possible for your council to act. You can:

- Use the template motion at your next council meeting to formally agree your position.
- Send the covering letter to your local MP, encouraging them to lobby on the issue.
- Adopt a member training policy
- Adapt any of the documents to reflect your local context or priorities.

We are finding that we are supporting more and more councils with issues that are resolved, or would be prevented altogether, by training. We therefore hope this pack helps you confidently and consistently strengthen your council's governance and reputation within your community.

14. SPCA: Call for Evidence: Shaping the Future of Local Government in Staffordshire
As you will be aware, Staffordshire is entering a period of Local Government Reorganisation, which will result in the creation of new unitary councils responsible for delivering all local services. This represents a significant opportunity for town and parish councils to influence how these new authorities work with our sector. Staffordshire Parish Councils' Association (SPCA) is therefore launching a Call for Evidence to gather the views, experiences and recommendations of member councils.

We are seeking practical, member-led suggestions on the policies, powers, procedures and partnership arrangements that the new unitary councils should adopt to strengthen local democracy and improve outcomes for communities.

Examples of areas that councils may wish to consider include:

- Operating Community Infrastructure Levy (CIL) arrangements that ensure parish councils receive developer funding for local projects.
- Streamlined approval processes enabling parish councils to make greater use of highway-related powers and undertake local improvements.
- Enhanced involvement of town and parish councils in tourism promotion and place marketing.
- Greater partnership working in environmental enforcement and local environmental improvement initiatives.
- Community safety programmes and neighbourhood-based interventions.
- Asset transfer opportunities and management of local facilities.
- Local planning engagement and neighbourhood planning support.
- Funding arrangements for community projects and local service delivery.
- Improved consultation and communication arrangements between principal authorities and local councils.

These examples are not intended to limit discussion but serve as examples. We would encourage councils to draw upon their own experiences and identify areas where current arrangements work well (or not so well), where barriers exist, and where new unitary authorities could adopt better approaches from the outset.

How to Submit Evidence
We ask member councils to:

1. Place this matter on a council or committee agenda.
2. Discuss and agree recommendations through a formal meeting.
3. Submit a copy of the minutes of the meeting along with your recommendations to SPCA.

The use of council minutes as evidence will ensure that the views submitted represent formally considered positions from member councils and will provide a robust evidence base for our work.

Deadline
We will begin collating responses and drafting the position document at the end of the year, allowing councils several months to contribute.

The SPCA will collate and analyse the evidence and produce a sector-led position document setting out the priorities, expectations and recommendations of Staffordshire's local councils for the new unitary authorities.

This is an important opportunity to ensure that the voice of local councils is heard during one of the most significant changes to local government in generations. We strongly encourage all member councils to participate. Thank you for your support and contribution.

15. Knowles Hill: Traffic Calming (Enclosure 5)

16. Data Protection Data Audit – review (Enclosure 6)

17. The Croft: Arboricultural report on remaining 5no. Lime trees (Enclosure 7)

18. Correspondence

18.1 **SPCA Bulletin**
The SPCA bulletin and other information have been regularly provided to Councillors.

18.2 **Comms log**
The Comms Log has been regularly provided to Councillors.

18.3 **SPCA: Eighty-seventh Annual General Meeting and Local Council Conference**
I have the pleasure of inviting your council to the Eighty-Seventh Annual General Meeting of the Staffordshire Parish Councils' Association, which will be held on Monday 23rd November 2026 at 10.00am in Uttoxeter Town Hall, 19 High Street, Uttoxeter, ST14 7HN.

The AGM will continue with the new format introduced last year. We will have exhibitors and speakers from across the sector, making this event a valuable gathering for the parish sector in Staffordshire.

The day will begin with the formal AGM (subject to the details at the end of this letter) and will then be followed by guest speakers, training opportunities and exhibitor displays that will be of interest to local councils across the county.

A programme of speakers and an exhibitors list will be circulated closer to the date. I would appreciate it if you would ask your council to save the date in its diary.

Attached with this notice you will find copies of both the Nomination Form for membership of the SPCA Executive Committee and the Motions for Debate Form. *(These are available from the Clerk if required.)*

The agenda, supporting papers, 2025 AGM Minutes and a copy of the Annual Report will be circulated on Monday 9th November 2026.

Lunch and refreshments are included as part of the event. To assist with catering arrangements, please confirm the names of anyone from your council who will be attending.

For the AGM element of the event, one representative from each council will be issued with a voting slip should any votes be required. You are entitled to nominate two formal voting representatives if you wish. If you are nominating voting representatives from your council, I would be grateful if you could confirm their name and email address no later than Friday 6th November 2026 so that we can include them in the distribution of papers. Thank you, and I look forward to welcoming you to the 2026 AGM and Local Council Conference.

18.4 **Membership with Support Staffordshire**

Whilst looking into our records I noticed you are not members with Support Staffordshire. There are many benefits and support our members can receive which may be useful and your organisation would be entitled to, these cover the following:

- Free 1 hour advice - Ideal for parish councils managing community buildings or collaborating with local charities.
- Free access to ACRE fact sheets & templates - https://acre.org.uk/
- Independent Advice on Affordable Housing Needs
- Member Rates for Training & Consultancy
- Advice and Support on Community Emergency Planning
- Parish Council Internal Audits
- Free Job & Event Listings
- Participation in Local Forums & Networks
- Regular News & Updates
- Stronger Partnership with Support Staffordshire

Membership is available to all parish and town councils for only **£25 per annum**. Please note this membership status does not convey any voting rights.

19. 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.

20. Quotations (Enclosure 8)

21. Environmental and Mowing contract specifications 01 April 2027 - 31 March 2030 (Enclosure 9 - to follow)

22. Staffing matters (Enclosure 10)

Minutes of a meeting of Rolleston on Dove Parish Council held at the Old Grammar School Room, Church Road on Monday 13 July 2026 commencing at 7pm

Present
Councillor Stewart (in the Chair)
Councillors Appleby, Badcock, Gallone, Houston, E McManus, S McManus, Peirce, Sanderson and Storer

In attendance
Kase Clark, Rolleston FC
Lee Cooke, St Mary's PCC
PCSO Georgina Grocott
Alice Peck, Youth Representative
Mary Danby, Clerk

Public Forum
No questions were raised by members of the public.

44. Apologies for absence
Councillor Robson.

45. Declaration of interests and dispensations
None declared.

Councillor Stewart asked the council to bring forward agenda item numbers 16 and 17 – agreed.

46. Rolleston FC: Request to relocate the Craythorne football pitches (Minute No. 38 refers)
Mr Clark referred to a site meeting held with Cllrs Stewart and Houston and he presented two options which would retain the current 11v11 pitch adjacent to the car park, remove the other two pitches and provide four new pitches suitable for young people to use.

Mr Clark said that the Club would purchase a mower as they want to mow the four new pitches to a slightly shorter height than cut by the council's contractor. Councillor Stewart said that the council's contractor would continue to mow the whole field, as he does now but it was agreed that the Club could then mow the four pitches to their preferred height.

Mr Clark said that the Club would purchase moveable goals for use on the four new pitches and that grant aid would be applied for through the Staffordshire FA to offset some of this cost. He said that the goals would be securely stored in the Club's container when not in use.

He also mentioned that the Club would like to assist with improving drainage on the pitches – Councillor Stewart said that it was intended to use some of the S106 funds for this purpose but it was still not known when the funds would be released.

Whilst accepting that other teams use the 11v11 pitch, Councillors raised the issue of litter on the site and asked that the Club ensure that all water bottles, etc are collected and removed from the field at the end of each session. Mr Clark said that the Club already collected litter and leave the field tidy after each session.

Resolved That the council agrees to Rolleston FC's request to relocate the Craythorne football pitches to the configuration as set out in Option 2 which will provide 1no. 11v11 pitch, 2no. 9v9 pitches and 2no. 7v7 pitches.

It was further resolved that the council's contractor be asked to quote to remove the goal posts and make the ground good on the current pitches with the exception of the 11v11 pitch adjacent to the car park which will remain in situ.

47. PCSO Grocott

PCSO Grocott said she is aware that the main concern is vehicles being driven at speed in and around the village and Councillors confirmed that vehicles were reported to be travelling at speed on Craythorne Road and through the village.

Councillors updated PCSO Grocott on the recent site meeting with the County Councillor, SCC Officer, representatives from the Parish Council and the MP's office and residents regarding the traffic calming proposal for the junction of Rolleston Road/Knowles Hill/Beacon Road. PCSO Grocott said that she is receiving the regular Knowles Hill SID data reports and she is in liaison with SpeedWatch and would be asking for an exercise to be conducted on Rolleston Road.

Councillors said that the issue of consistent and dangerous parking around the school had been reported to the council. PCSO Grocott said that she has liaised with the school previously in an attempt to get parents/carers to be more considerate in parking and to use walking buses. Councillors said that there are one or more walking buses, but the problem persists. PCSO Grocott said that she would speak with SCC Officers with a view to asking them to work with the school again and motivate people to use walking buses. She said she would also speak with the County Council's CEO Officers and ask them to visit during school drop off/collection times to witness the parking issues and take appropriate action.

48. St Mary's: Boundary wall between the Church and The Croft

Ms Cooke spoke to her letter which outlined action that had to be taken regarding the south wall, the cost of that work and funds raised to meet this cost. She said that there was an outstanding balance of £1370 for the project and asked the council to consider making a contribution towards this.

Councillor Badcock said that he had undertaken an internet search and he had found four grant giving organisations that will award funds to churches and he offered to work with the PCC to make an application(s) to funds for projects, e.g. organ repair, etc. Ms Cooke said that she would like to accept offer and agreed to arrange to meet with Councillor Badcock at a mutually convenient time.

Resolved That under the power of the Local Government Act 1972, S.137 the council agrees to contribute £500 towards the cost of repairing the boundary wall between the Church and The Croft.

49. Planning matters

49.1 **Planning applications**

Application No.	Location	Proposal	Comment
P/2026/00012	Driving Range The Craythorne Golf Club and Centre Craythorne Road	Alterations and erection of single storey & two storey extensions to existing driving range structures including the creation of ancillary café/retail use building with associated car parking and landscaping (Re-consultation)	No objection
P/2026/00575	14 Meadow Fields	Erection of a part two storey side, part single storey side/rear extension and extension to driveway to form additional parking (Amended Description)	Comments: ▪ ESBC is asked to confirm that the proposed parking arrangement meets parking standards and regulations. ▪ Is the proposed parking adequate for the size of the property? ▪ The proposed parking arrangement could see vehicles being parked on a dangerous corner.
P/2026/00609	18 Burnside	Reduce crown and width to 1.5m of one Cherry tree (1), reduce height up to 4m and width by up to 2m of one Alder tree (2), fell to ground level 5 x Ash trees (3) and cut back to the boundary one Alder tree, one Ash tree, one Yew tree and one Maple tree (4)	▪ No objection to the proposed tree maintenance to T1 (Cherry) and T2 (Alder) ▪ No objection to the proposed tree maintenance on one Alder, one Ash, one Yew and one Maple (T4) subject to prior approval from the landowner being given in writing before any works commence. ▪ Objection to the felling of the 5 Ash trees (T3) as an arboreal report had not been provided to evidence the need for their felling. If approved work should not commence prior approval from the landowner being given in writing.
P/2026/00656	The Croft Burnside	Felling of two Lime trees (TPO 1) (Amended Description)	Whilst accepting that the application has been made by the council itself, Councillors stressed that the felling of the two Lime trees is necessary as they are extensively decayed

			and they need to be removed on safety grounds.
P/2026/00691	Silvertrees School Lane	Two storey front extension, alterations to front elevation and single storey rear extension	No objection
P/2026/00692	Ivy House Farm Chapel Lane	Construction of a dormer window, installation of roof lights and bi-fold doors to the South East elevation, demolition of existing gate and partial removal of existing railings, construction of wrought iron gate and 2 metre high fence and driveway extension to form additional parking	No objection
P/2026/00693	Ivy House Farm Chapel Lane	Listed Building application for the attachment of a 2 metre high wrought Iron fence and gate	No objection
P/2026/00734	22 Station Road	Side prune over extending lateral branches that are encroaching garden and walkway back by approximately 1.5m or to nearest suitable growth points, remove deadwood >25mm in diameter from upper canopy, crown lift lower branches up to 5m, selectively reduce upper apical branches that extend beyond main canopy line by 1.5m or to nearest suitable growth points of one Beech tree (T1 of TPO483)	No objection
P/2026/00753	The Firs Hall Grounds	Felling of one Beech tree, one Pine tree, twelve Leylandii trees, a row of Leylandii trees (approximately 20), one Western Redwood Conifer tree and one Sycamore tree (W17 of TPO1)	▪ Objection to the felling of the Western Redwood Conifer (Cedar) tree. ▪ Comment: There is no evidence to support the need to fell the trees, an arboricultural survey/report is required to confirm this need.
P/2026/00759	80 Hall Road	Change of use of existing detached domestic garage to form a beauty business with associated external alterations	No objection

49.2 **Cellnex UK - Pre-consultation re:**
Proposed communications installation for Telefonica Ltd. at Cellnex UK Cross Farm, Cross Lane, Rolleston on Dove DE13 9EB, NGR E: 423916 N:326936
Resolved That receipt of the Pre-consultation be acknowledged without comment.

50. Minutes
Resolved That the Minutes of the meeting held on 11 May 2026 be approved and signed as a true record subject to the following:

51. Matters arising
None raised.

52. Councillors reports
52.1 Councillor Gallone:
- Reported that the resident at 18 Burnside had asked if he could paint the railings at his boundary and the bridge over the Brook. Councillors confirmed that the railings were the residents property and they were happy for him to paint the bridge, Councillor Appleby said he would liaise with the resident.
- He referred to the recent Knowles Hill SID data report and reported that 39,546 vehicles had travelled down Knowles Hill into Rolleston during June. He said that during May 68 vehicles had been recorded over 50mph; 13 vehicles over 60mph and three over 70mph. The highest recorded speed in June had been 75mph and 859 vehicles had been recorded travelling over 40mph (but under 50mph).
- He had noticed a large hole in the safer surfacing under the swings at the Elizabeth Avenue play area. **Agreed** that the council's contractor be asked to inspect the area and repair as required.

52.2 Alice Peck, Youth Representative reported that she would be working with Karen Wright to replace the current hutches which form the community Library facility. She also said that she had a couple of ideas, one being that the school could run a competition for pupils to design a replacement library. Her other idea was to add a Community Library of Things, i.e. a Swap Shop where board games, sports equipment could be put.

Councillors suggested that a potting shed could be a possibility to replace the hutches. Councillor Appleby agreed to work with Alice and Karen to look at how much space is available and agree the best replacement storage solution.

52.3 Councillor Sanderson:
- Asked if any complaints had been received about noise from the pubs? Some councillors said that they had experienced loud noise but no complaints had been made to the council. **Agreed** that ESBC's Environmental Health Team be asked to investigate noise issues at both pubs.
- Reported that the volunteers who look after the Spread Eagle Island were growing on plants and seedlings which would be sold to raise funds to purchase bulbs/plants for the Island. He added that the volunteers had asked that the council write to John Deacon to thank him for watering the planters and troughs and refilling the water butts. **Agreed.**

52.4 Councillor Storer reported that there has been a lot of fruit on the trees at the Platinum Jubilee Orchard, some of which had had to be picked as they were too heavy for the branches. He asked that Councillor Robson look at the trees to see if any of the branches need to be removed to stop them bolting next season, as they had done this year.

52.5 Councillor Houston referred to people having parked around the village for Rollestonbury instead of using the parking area on the Meadow View Open Space. He said that "Event Parking" sign should have included the word "Free" as people may have thought that a fee would have been charged to park on the Meadow View Open Space. **Agreed** that this suggestion be put to Rolleston Scouts.

52.6 Councillor Peirce reported that:

- The hole in the road on Church Road now had its own eco garden and said that this needs to be resolved. **Agreed** that County Councillor White be asked for an update as to when the work would be completed.
- There was a gap in the troughs opposite Rolleston Club and asked if another one could be installed. **Agreed** to seek quotations for:

    - Supply and installation of 1no. trough and 4no. liners
    - Cost to supply compost and plants

52.7 Councillor Stewart:

- Reported that repairs to the Craythorne Road car park would be completed in the near future.
- Asked if any Councillor was available to attend the Parish Forum meeting (online) on 21 July. The Clerk offered to represent the council as no Councillors were available.
- The Contracts Working Group would need to arrange a separate date to meet with the mowing contractor as he was unavailable for next week's scheduled meeting.

53. Financial matters

53.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Rolleston Scout Group	S137 Grant Aid (Min. No. 39.4 refers)	BACS (Pd 11/06/26)	100.00	0.00
Cartridge People Ltd	Printer toner	Debit Card (Pd 12/06/26)	63.96	10.66
O2	Council mobile (June invoice)	DD (Pd 23/06/26)	17.40	2.90
P Gould	Mowing contract	BACS	1,354.58	0.00
Geoxphere Ltd	Parish Online – Mapping software licence renewal	BACS	228.00	38.00
High Speed Training Ltd	Data Protection & UK GDPR Training (Update for Clerk)	BACS	31.20	5.20
Clerk	Salary and expenses	BACS	1,493.93	0.00
Newton Park FC	Refund: Football pitch hire fee	BACS (Pd 30/06/26)	10.00	0.00
J Deacon	Craythorne barrier lock/unlock £252 Environmental contract £1,376.10 Paint for contract £413.59	BACS	2,221.69	370.28

	Anslow Lane: Install replacement gateway sign £180			
ESBC	Bin emptying 2nd qtr 2026/27	BACS	1,606.46	267.74
Ricoh UK Ltd	Photocopier - Qtrly charges: Rental £95.51 Copies £88.37	BACS	183.88	30.65
O2	Council mobile (July invoice)	DD	17.40	2.90
Lloyds Bank	Bank charges	DD	4.25	0.00
Microsoft	Microsoft 365 Business Standard – Annual renewal fee	Debit Card (Pd 06/07/26)	155.52	25.92
Amberol Ltd	Burnside trough: Replacement brackets	BACS	111.60	18.60
		Total	**7,599.87**	**772.85**

Resolved That the above payments be approved.

53.2 **Bank reconciliation as at 30 June 2026**

		Community Account	Instant Access Account	Total
01 April 2026	Opening balances	£ 18,056.50	£ 87,446.15	£105,502.65
Movement in funds to date	**PLUS** Income	£ 59,014.76	£ 3,361.58	£ 62,376.34
	LESS Expenditure	£ 29,152.03	£ 0.00	£ 29,152.03
30 June 2026	Bank Statement	**£47,919.23**	**£ 90,807.73**	**£138,726.96**

Resolved That the above was a true record.

53.3 **Earmarked Reserves**

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

	Opening funds 01/04/2026	Available funds 30/06/2026
Environmental improvements	£15,000.00	£15,000.00
Brook Hollows	£ 7,526.50	£ 4,266.50
Play areas	£20,000.00	£20,000.00
Speed Indicator Device	£ 6,000.00	£ 6,000.00
Total	**£48,526.50**	**£45,266.50**

54. Receipts and payments to 30 June 2026

Resolved That report be noted.

55. Knowles Hill: Site meeting to discuss the proposed highway safety improvement scheme

The report of the site meeting held on 24 June was considered by the council. It was noted that it had been said at the meeting that the Parish Council could install a gateway feature at the 30mph limit and SCC could install sharks' teeth marking on the road – these would give the illusion of the road narrowing. Councillors asked that confirmation be asked of County Councillor White as to who, i.e. the Parish Council or SCC, would be expected to pay for the gateway feature and the sharks' teeth road marking.

56. S106 funds

Councillor Stewart reported that the Variation document is still with Bellways solicitor for signing and that ESBC's Head of Legal provides regular updates to her on progress.

57. Flooding

Resolved That the EA report be received and noted.

58. Martyn's Law

Councillor Stewart reported that training opportunities are being offered by various sources, including ProtectUK and she and the Clerk were taking advantage of these opportunities wherever possible. She said that statutory guidance on how to comply with Martyn's Law will be published by the Home Office later this year. She also said that she would speak with the Rolleston Transport Festival Committee regarding the arrangements they will be looking to put in place for the next Festival.

59. Local Government Reorganisation (LGR) (Minute No. 32.4, first point refers)

Agreed That consideration of the potential transfer of ESBC/SCC assets be put on hold until such time as ESBC commence these discussions.

60. Estate Agent boards and other temporary signage (Minute No. 32.4, second bullet point refers)

Resolved That:

- The council will continue to ask Estate Agents to remove boards which are arranged to street furniture.
- Advertisements by local organisations, i.e. FOJORPS, charity events on council-owned property will be permitted and the organisations will be asked to seek permission from the council before erecting the signage and they will be required to remove the signage after the conclusion of their event.
- Commercial signs/advertisements will not be permitted and businesses will be asked to remove their signage.

61. Elizabeth Avenue Playing field Play Equipment

Resolved That:

- The council will not to seek to apply for National Lottery funding at this time for play equipment.
- The council will look to use the Play Areas Earmarked Reserve to purchase and install some replacement equipment on the Elizabeth Avenue play area. The process will commence once the annual RoSPA inspection report has been received and a consultation exercise with the school has been completed.

62. Annual footpath walks

Councillors had been allocated footpaths to be walked during July and they were asked to email the Clerk confirming (a) that they had completed their walks and (b) any repairs to stiles, etc that were required.

63. Financial Risk Assessment (updated)

Resolved That the updated Financial Risk Assessment be approved.

64. Correspondence

64.1 **Staffordshire Parish Councils' Association**
Bulletins had been circulated to all councillors.

64.2 **Comms Log**
The Comms Log had been regularly circulated to all councillors.

64.3 **Trent Rowing Club**
Resolved That the request for funding towards the Community Boat Barn be declined as the council does not financially support organisations based outside the village.

64.4 **Brewers 10K – 18 October 2026**
Resolved That the information be received and that a presentation to the council is not required.

64.5 **Rolleston Scout Group**
Resolved **That**:
- The action taken by the Chair in giving permission the Meadow View Open Space for car parking for Rollestonbury 2026 be retrospectively approved.
- The request for a rolling annual agreement for use of the Meadow View Open Space for car parking for Rollestonbury be declined and that the Scout Group be required to seek permission each year.
- Suggestions be put to the Scout Group that they (a) consider paying for 2no. Police Officers to attend the event to deal with parking and noise issues associated with the event and (b) add the word "Free" to the "Event Parking" signage.

64.6 **Planning Inspectorate: Castle Way Energy – EIA Scoping and Consultation**
Resolved That the information be received without comment.

64.7 **Local Nature Recovery Strategy consultation**
Resolved That Councillor Stewart will respond to the consultation on behalf of the council.

64.8 **Rolleston Station Heritage Group (RSHG)**
Resolved That permission be given to RSHG to accept the offer of a donated bench, to be installed at the station and maintained by the RSHG.

64.9 **Checkley Parish Council motion – Planning system changes**
Resolved **That Rolleston on Dove Parish Council:**
- Formally oppose any provision within the Planning and Infrastructure Act 2025 which removes or significantly restricts the right of elected District and Borough Councillors to call planning applications before a Planning Committee.
- Write to the Secretary of State for Housing, Communities and Local Government expressing the Council's concerns regarding the democratic implications of these proposals.
- Write to the local Member of Parliament requesting that he oppose any measures which diminish local democratic oversight of planning decisions.
- Request that the Government retains robust mechanisms for elected Members to ensure planning applications of local significance are subject to public scrutiny and democratic decision-making.

64.10 **Rolleston Village Fayre**

A request had been received for a donation to the event as the group were abolishing all entry fees to make the event affordable for all members of the community.

Resolved That a donation of £100 be agreed.

65. 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.

66. Anslow Lane grass verge

Resolved **That**:

- The residents be asked if they will accept the mowing of the corner (in the interests of highway safety) and one mow width of the length of the verge.
- The Contracts Working Group will arrange to meet with the mowing contractor to agree the mowing regime for the verge.

67. Quotations

67.1 **Jinny Trail: Tree works**

Resolved That M&M Tree & Garden Services quotation in the sum of £140 be accepted to remove three dead branches from an Ash tree **provided** that the tree is checked prior to works commencing to confirm that the tree is not suffering from Ash Dieback, if the disease is confirmed the branches should not be removed and a new quotation be provided to fell the tree.

The meeting closed at 9.18pm

Signed ……………………………………………

Date ………………………………………………

Rolleston on Dove Parish Council
Receipts and payments to 31 August 2026

Nominal Code	Description	Actual to 31/03/2026 £	Projected YE 2026/27 £	Actual to 31/08/2026 £	2026/27 Budget £
100	**Income**				
1076	Precept	99,212	104,173	52,087	104,173
1090	Interest Received	560		191	540
1100	Grants & Donations Received	4,700		-	-
1110	Council Tax Support Grant	1,665	1,665	833	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	20	20	20	20
1250	Football pitch fees	260		140	50
1270	SCC: Annual grass cutting	5,339	5,525	5,525	5,525
115	VAT reclaim	9,556		3,249	-
1999	Other income	876		*3,346	600
	Income	**122,313**		**65,515**	**112,698**

Nominal Code	Description	Actual to 31/03/2026 £	Projected YE 2026/27 £	Actual to 31/08/2026 £	2026/27 Budget £
200	**Administration**				
4000	Staff salary	21,970	22,685	8,422	22,629
4020	Employer's National Insurance	2,545	2,653	636	2,644
4030	Payroll Services	110		-	100
4050	Use of Home as Office	178		118	195
4100	Insurance	1,892	1,900	1,900	1,892
4110	Audit Fees	605		194	810
4115	Bank charges	53		23	51
4120	Photocopier: Rental/Maint.	425		159	318
4121	Photocopier: Copy charges	430		118	500
4125	Stationery	117		134	270
4127	Village Directory	195		-	200
4130	Postage	724		286	750
4140	Council mobile	192		73	200
4150	Subscriptions	733		941	1,200
4160	Training	415		272	500
4180	Room hire	290		-	275
4190	Mileage expenses	211		34	220
4195	Parking fees	3		6	10
4200	Play areas R&M	1,938		100	5,500
4205	Craythorne barrier: Lock/unlock	2,196		1,040	2,555
4210	RPC website	592		-	625
4211	Village website	71		25	79
4220	IT / Software	575	596	596	580
4230	S137 Expenditure	620		700	100
4240	Mowing contract	16,600		6,773	17,000
4250	Bin emptying	5,134		2,677	5,476
4260	Trees	3,112		-	10,000
4265	Plants (troughs, planters)	1,396		887	2,000
4270	Environmental contract	13,761		5,734	13,761
4275	General R&M and Out of Scope works	2,636		1,756	5,500
4280	Bus shelter	2,000		-	3,422
4285	Flooding	-		-	2,000
4300	Projects	-		388	5,000
4310	Professional fees	1,950		-	5,000
4320	Capital expenditure	-		-	800
4330	Other administration	1,021		220	2,000
4999	Contingency	168		1,217	5,000
515	VAT on payments	9,388		1,152	-
	Total Expenditure	**94,245**		**36,580**	**119,162**
	Total Income	**122,313**		**65,515**	**112,698**
	Net Income/Expenditure	**28,068**		**28,935**	- **6,464**

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2026 £	Movement in funds £	Funds at 31/08/2026 £
320	Environmental improvements	15,000.00	-	15,000.00
322	Brook Hollows (Donor funds)	7,526.50	260.00	7,266.50
325	Play Areas	20,000.00	-	20,000.00
329	Speed Indicator Device (SID) posts	6,000.00	-	6,000.00
	TOTAL	**48,526.50**	**260.00**	**48,266.50**

Funds statement at 31 August 2026

Total funds held in bank accounts	£131,177.26
LESS Earmarked Reserves	-£ 48,266.50
General Reserves	£ 82,910.76

*Includes £3000 donor funds transferred to EMR 322 (Brook Hollows)

Enclosure 2

Newcastle office
Sustainably routed via:
30 Old Bailey
London
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Tel: +44 (0)191 383 6300
forvismazars.com/uk

forvis mazars

Ms M Danby
Rolleston-on-Dove Parish Council
32 Hillcrest Rise
Burntwood
Staffordshire
WS7 4SH

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 17 August 2026

Dear Ms Danby

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: **https://www.nalc.gov.uk/resource/practitioners-guide-2025.html**.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: **https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html**. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

No minor issues identified.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at **Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk)** will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely

James Collins
Director
For and on behalf of Forvis Mazars LLP

Enclosure 3A

Annual Internal Audit Report 2025/26

Rolleston on Dove Parish Council

https://rollestonondove-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	NO CASH KEPT		✔
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		

P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 05/11/2025 08/05/2026

Name of person who carried out the internal audit: Kim Squires

Signature of person who carried out the internal audit: K Squires

Date: 08/05/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ROLLESTON ON DOVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

13.1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk MDanby

https://rollestonondove-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	101,582	93,027	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	93,041	99,212	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	28,504	23,137	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	22,317	24,515	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	107,783	85,358	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	93,027	105,503	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	93,027	105,503	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	209,333	210,718	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

MDanby

Date 20/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

13.2

Signed by Chair of the meeting where the Accounting Statements were approved

[illegible signature]

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Rolleston-on-Dove Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2025/26 Text

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature *Forvis Mazars LLP* Date **14 August 2026**

Enclosure 3B

Joint Working
WEST MIDLAND CALCs
Warwickshire & West Midlands | Worcestershire | Herefordshire
Staffordshire | Shropshire

Campaign Pack: Making Councillor Training a Legal Requirement

Enclosure 4A

Council Briefing Note

Title: Why Mandatory Councillor Training is Needed

Overview

Local councillors, those at parish and town level, are responsible for decisions that have **legal, financial, and ethical consequences**. However, training remains optional rather than mandatory.

This creates inconsistency in capability and exposes councils to easily avoidable risks.

Key Decision Areas ("Votes") Requiring Competence

Parish councils routinely take formal votes on:

1. Financial Decisions

- Setting the **annual precept**
- Approving **budgets and expenditure**
- Signing off **annual governance and accountability returns (AGAR)**

💡 *Risk:* Misunderstanding legal duties (e.g., fiduciary responsibility) can lead to audit failures, unlawful spending or wasted public money.

---

2. Planning and Development

- Responding to **planning applications**
- Influencing local development plans
- Considering **material planning considerations**

💡 *Risk:* Comments made without understanding planning law can be ignored, challenged, or harm the councils reputation.

---

3. Procurement and Contracts

- Awarding contracts for services (grounds maintenance, facilities, etc.)
- Entering into long-term agreements

💡 *Risk:* Non-compliance with procurement law or poor contract management can expose councils to legal challenge or financial loss.

---

4. Governance and Standards

- Handling public **complaints**
- Adhering to the **Code of Conduct**
- Managing **conflicts of interest**
- Protecting **employees**
- Data **management and security**

💡 *Risk:* Mishandling can result in formal complaints, reputational damage, and intervention by monitoring officers.

---

5. Asset and Land Management

- Buying, selling, or leasing land/property
- Managing community buildings and facilities

💡 *Risk:* Legal complexities around land ownership and liabilities require informed decision-making informed by public engagement.

---

6. Community Engagement

- Health and wellbeing impacts
- Biodiversity duties
- Social and economic wellbeing.
- Responding to local issues (speeding, play facilities, tourism, etc…)

💡 *Risk:* Reduced opportunities for the council to both identify, and respond to, community issues and improve local economic, environmental, social and health.

The Case for Mandatory Training

1. Consistency
Ensures all councillors meet a minimum standard of knowledge.

2. Risk Reduction
Mitigates legal, financial, reputational and governance risks.

3. Better Decision-Making
Improves quality of debate, outcomes and public confidence.

4. Public Confidence
Demonstrates professionalism and accountability.

5. Councillor Support
Helps new councillors navigate complex responsibilities, and keep others up to date with continual changes.

Suggested Core Training Areas

A statutory training requirement could include:

- Roles and responsibilities of councillors / local government law basics
- Employment and HR training
- Financial management and audit
- Planning system fundamentals
- Code of conduct and ethical standards
- Community wellbeing

Implementation Options

- Mandatory induction within 6 months of election/co-option
- Refresher training every 3–4 years
- Delivered via accredited bodies (e.g., county associations, NALC)
- Online and in-person options to ensure accessibility

Conclusion

Local councils are the **front line of democracy**, yet councillors operate without guaranteed preparation for critical decisions.

Mandatory training is a **proportionate, practical reform** that would strengthen governance, reduce risk, and improve outcomes for communities.

Template Parish Council Motion

Title: Motion: Mandatory Training for Local Councillors

Proposed wording:

This Council notes:

- That parish and town councillors increasingly make decisions with significant legal, financial, and community impact.
- That councillors are responsible for complex statutory functions, including financial oversight, planning representations, and governance compliance.
- That, unlike many public office roles and principal authority councillors, there is currently no statutory requirement for elected or co-opted councillors to undertake core training.

This Council further notes that councils regularly take decisions that require legal and procedural understanding, including:

- Setting and approving the **annual precept and budget**
- Submitting and determining **planning consultations and objections**
- Entering into **contracts and procurement decisions**
- Managing **assets and land holdings**
- Handling **complaints, codes of conduct, and standards issues**
- Employing **staff and complying with HR law**
- Improving **social, health and economic wellbeing**

This Council believes:

- That mandatory induction and ongoing training would improve governance, transparency, and public trust.
- That better-trained councillors reduce the risk of legal challenge, maladministration, and financial mismanagement.

Accordingly, this Council resolves to:

1. Call on the UK Government to introduce legislation requiring all local councillors to undertake core training within 1 year of election/co-option.
2. Request that this includes training on:
    - Roles and responsibilities
    - Finance and audit
    - Planning and code of conduct
    - Social, health and economic wellbeing

    - Employee protection and employer responsibilities.
3. Write to [Local MP] asking them to support this change.
4. Encourage the National Association of Local Councils (NALC) and county associations to advocate for this reform.
5. Adopt a members training policy.

Proposed by:

Seconded by:

Date:

Template Letter to an MP

Subject: Making Training Mandatory for Local Councillors

Dear [MP Name],

I am writing on behalf of [Parish/Town Council name] following the passage of a formal motion calling for mandatory training for elected and co-opted local councillors.

Parish and town councillors routinely make decisions that carry legal, financial, and reputational risks. These include:

- Setting multi-thousand (or million) pound **precepts and budgets**
- Responding to and influencing **planning applications**
- Approving **contracts and procurement decisions**
- Managing **public assets such as land, buildings, and community facilities**
- Adjudicating on **complaints and code of conduct matters**

Despite this, there is no legal requirement for councillors to undertake even basic induction training.

This inconsistency is increasingly difficult to justify. In most other sectors, individuals with fiduciary or governance responsibilities are expected—if not required—to demonstrate baseline competence.

Mandatory training would:

- Strengthen governance and accountability
- Reduce costly errors and legal disputes
- Improve public confidence in local democracy
- Support councillors themselves in carrying out their roles effectively

We therefore ask that you:

1. Raise this issue with the Secretary of State for Levelling Up, Housing and Communities
2. Support or advocate for legislation introducing mandatory training requirements for councillors
3. Engage with sector bodies such as NALC to progress this reform

We would welcome the opportunity to discuss this issue further.

Yours sincerely,
[Name]
[Role, e.g., Chair of the Council]

Template Council Policy

Staffordshire Parish / Town Council

Members Training Policy

xxx 2026

Adoption Date: xxxx xxxx 20xx

Date for review: on or before xxxx 20xx

Enclosure 4A

1. Introduction:

This policy outlines the council's approach to councillor training, funding of training and how to access it. The council and members are subject to various statutory and regulatory requirements, for example GDPR, and will equip councillors to help them and the council comply with these requirements.

The Council recognises that parish and town councillors regularly take decisions that require **legal and procedural understanding**, including:

- Setting and approving the **annual precept and budget**
- Submitting and determining **planning consultations and objections**
- Entering into **contracts and procurement decisions**
- Managing **assets and land holdings**
- Handling **complaints, codes of conduct, and standards issues**
- Improve **social, health and economic wellbeing**

Training is therefore essential to ensure that decisions are lawful, transparent and in the best interests of the community.

2. The Councils commitment to training:

The Council is committed to developing its members in order to assist the Council in achieving its objectives.

The council recognises that without training, councillors may not fully understand the powers, duties and responsibilities of the council, nor the legal and procedural framework within which decisions must be made. This is particularly important given the range and significance of decisions taken by the Council, including financial governance, planning input, contractual commitments and regulatory compliance.

The council recognises that without training, councillors may not meet their requirements to ensure good governance, lawful decision-making and accountability.

Councillor development and training is a joint commitment between the Clerk and Councillors, and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

The council recognises that training is a key part of the role of councillor and is essential in supporting informed, effective and legally compliant decision-making.

3. Equal Opportunities:

It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills in order to become effective councillors.

Member development should be recognised as an integral part of the Council's business.

Councillors will have training in a format that best suits their needs.

4. The Council recognises:

New councillors will need to understand what the role entails and build up their knowledge and skills, while experienced councillors need to refresh their skills and knowledge to reflect ever-changing legislation and best practice.

This is particularly important given that councillors are required to make decisions on matters such as:

- Financial planning and accountability (including precept setting)
- Planning matters and development proposals
- Procurement and contractual agreements
- Asset and land management
- Governance, complaints and standards

The Council recognises that continued investment and commitment to training and development are essential if **quality services, effective governance and transparency** are to be provided, maintained and continually improved.

Members receiving training on specific subjects (for example planning, data protection, governance, etc.) is of significant value to the Council and its residents.

5. The Council will provide:

A training budget for member training.

All members will receive a Councillor induction pack within 1 month of taking their seat.

All new members will be given the opportunity to attend a new councillor training course.

All members are encouraged to attend further training.

All Members will be kept informed of relevant training courses especially those offered by the County Association of Local Councils.

All Councillors will be invited to meet with the Clerk/Manager and visit the Council's properties/assets to further understand the Councils assets and liabilities.

6. Structured training:

Members will attend training that reflects the key decision-making responsibilities of the Council, particularly in relation to finance, planning, governance, procurement and asset management.

Members will attend the following training courses as part of their induction process.

- Councillor introduction/Fundamentals
- Data Protection
- Financial Control / Audit

Members will aspire to attend the following courses over their term of office -

- Planning Training
- Councillor
- Chairmanship Training
- Business Planning
- Community Engagement

Members will also seek other courses provided by the SPCA, SLCC, NALC, etc.. that they believe will benefit them, their knowledge, experience and ability to serve on the council and strengthen its governance.

7. Accessing Training

Any member wishing to attend any training courses or event should discuss the training with the Clerk.

Members will be able to claim back costs incurred for training, such as travel.

ROLLESTON ON DOVE PARISH COUNCIL
TRAINING POLICY

Statement of Intent
Rolleston on Dove Parish Council ("RPC") is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and councillors to attend training and conferences relevant to their office.

RPC employs a part-time Clerk. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its Clerk.

RPC will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. Training will be identified through the Clerk's annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose before including it in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk may require specialised training in their respective field. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. The Clerk may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by RPC.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should the Clerk require or request additional specialist training RPC may require the Clerk to sign an agreement to pay back part or all of the training costs should they voluntarily leave RPC's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course and the Clerk will be expected to go on to take the 'ILCA', 'CiLCA' and Local Policy Certificates.

RPC will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Staffordshire Parish Councils Association (SPCA) to enable staff and councillors to take advantage of their training courses and conferences.

The Clerk will be expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will be offered an induction meeting with the Clerk and will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and councillors are encouraged to share their learning with other councillors.

Reviews

This policy will be reviewed three years.

Adopted: 08 April 2019
Reviewed: 14 April 2025

Staff Training - Needs, identification & methods

1. Needs for Training

1.1. Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

1.2. **Paid Staff**
All paid staff should receive training applicable to their specific role, e.g. Clerk, grounds maintenance staff, litter pickers, etc.

1.3. **Contractors**
Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at RPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within RPC before committing to any training scheme.

1.4. **Types of Training**
The appropriate training should be a planned process to satisfy the current and future needs of RPC.

2. How to Identify Training Needs

2.1. Staff appraisals
2.2. Questionnaires
2.3. Interview / discussion
2.4. Requests

3. Resourcing Training

3.1. Organisations offering training include:

- East Staffordshire Borough Council (ESBC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Staffordshire County Council (SCC)
- Staffordshire Parish Councils Association (SPCA)

4. Councillor Training

New councillors will be offered an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list and any other relevant policies and documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Members List
3. Training Statement of Intent
4. Meetings Timetable
5. Model Code of Conduct
6. Budget
7. Standing Orders
8. Financial Regulations
9. Parish Council Powers
10. Privacy Policy and SAR Policy
11. Equal Opportunities Policy
12. Health & Safety Policy
13. HR policies
14. Community Engagement Policy
15. Minutes of Parish Council Meetings (limited to the previous month)

Rolleston on Dove Parish Council
14 September 2026

Agenda item no. 15
Knowles Hill: Traffic Calming (Minute No. 55 refers)

1. **Update from the highways engineering team regarding additional traffic calming to address the speeding issues at the Rolleston Road/Knowles Hill/Beacon Road junction**
County Councillor White has provided the following update:

Further to the site meeting 28 May, I now have an update from the highways engineering team regarding additional traffic calming to address the speeding issues at the Rolleston Road/Knowles Hill/Beacon Road junction.

Following detailed design work, the engineers have established that the suggested high-sided “containment kerbs” would not be effective in stopping speeding vehicles from leaving the carriageway at this location. Therefore, they are now drawing up plans to add two sets of speed cushions on Rolleston Road ahead of the new mini roundabout.

Their intention is to install the speed cushions at the same time as the rest of the Knowles Hill scheme later this year with the current plan being for this to happen in November.

I will keep you informed on progress as the plans are finalised and please do let me know if you have any immediate questions.

Finally, I would like to put on record my thanks to our local highways officers Sam Griffiths and Richard Rayson who have worked exceptionally hard to make the case for these additional speed cushions, which fall outside of what the council would typically install. I know it will be very much appreciated by residents and parents of children who walk to school along that route.

2. **Rolleston Road: Village gates**
County Councillor White has responded as follows:

The County Council is able to fund the inclusion of speed cushions on the approach to the new mini roundabout at the junction of Rolleston Road, Knowles Hill and Beacon Road but this is coming from the budget for the entire traffic calming scheme due to be delivered this autumn.

Ideally, we would also want to install a set of village gates so there is a clear boundary between the rest of the road and the calmed area. I would like to request that the Parish Council considers funding this.

Richard Rayson and Sam Griffiths can provide advice and support in terms of suppliers for the gates and I am able to fund the permits from my annual Divisional Highways Fund so the cost to the parish would be £3,000-£4,000.

Please let me know if you would like any further information. I very much hope this is something the Parish Council will be able to support.

Inventory of Personal Data Captured, Stored and Processed by Rolleston on Dove Parish Council **Inventory assembled on 25 January 2019**

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data	5. Our internal processes					6. Action Needed
To whom does it relate?	**What Data is it?**	**Including Sensitive Data?**	**What is it for?**	**Why do we have it?**	**Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.**	**Have we got a contract or privacy notice relating to the data subject?**	**If we have a contract with the data subject, does it demonstrate all necessary consents?**	**With whom do we share this data? LIST THEM ALL**	**Who is responsible for keeping this data?**	**How often is it checked?**	**How long do we keep it?**	**Where is it held?**	**Protection?**	**Action needed**
Staff														
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing cabinet	Password/Lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing cabinet	Password/Lock and key	
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing cabinet	Password/Lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	Duration of employment	Filing cabinet	Lock and key	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	Duration of employment	Filing cabinet	Lock and key	
Councillors														
	Declarations of Interest	Yes	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key	
	Personal Contact Details	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key	
	Email Addresses	No	Democracy	Legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/filing cabinet	Password/Lock and key	
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)														
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
	References	No	Business	Contact	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
Residents														
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/filing cabinet	None required	
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing cabinet	Password/Lock and key	
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/filing cabinet	Password/Lock and key	
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/filing cabinet	Password/Lock and key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/filing cabinet	None required	
Property														
	Deeds/leases for land and properties	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Laptop/filing cabinet	Password/Lock and key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	Clerk	On raising	See Document Retention Policy	Laptop/filing cabinet	Password/Lock and key	

Council Profile	**Rolleston on Dove Parish Council**
Councillors	11
Staff	1 Clerk (Part time)
Electorate	2795
Precept	2026/27 £104,173

Reviewed by the Parish Council: 14 September 2026

Approved: 11 March 2019
Reviewed: 14 September 2026

Enclosure 6

BB Trees Ltd
Tree and Woodland Consultancy
ben@bbtrees.co.uk
www.bbtrees.co.uk

Arboricultural Report:
Lime trees 1 to 5 at The Croft, Rolleston-on-Dove

Prepared for:
Rolleston-on-Dove Parish Council
c/o Clerk Mary Danby BA (Hons)
32 Hillcroft Rise
Burntwood
Staffordshire
WS7 6SH

Document reference: 1076/26, Revision 0

1. Introduction and background

1.1 I received instruction from Rolleston-on-Dove Parish Council via purchase order number RPC/2026/002 on 16 April 2026.

1.2 I am commissioned to undertake an inspection and report upon five lime trees growing at the public open space known as The Croft adjacent to Burnside, Rolleston-on-Dove.

1.3 In March 2026, I was commissioned to survey two additional component trees within the same line at this location and prepared an Arboricultural Report under document reference 1053/26. At the same time, I raised concerns regarding some of the other lime trees of contemporary age and I have subsequently been commissioned to review the remaining trees.

1.4 I made my inspection from ground level only on Wednesday 12 August 2026. Weather conditions were bright and sunny with good visibility from ground level, and all photographs of the trees (unless otherwise mentioned) were taken during this visit to site.

1.5 To aid my observations, I have utilised an IML PD400 microdrill, commonly referred to as a Resistograph. A high quantity of test drillings were made but the pertinent read-out graphs are reproduced at Appendix 1.

2. The trees

2.1 In total, there are seven mature broad leafed lime trees (*Tilia platyphyllos*) growing alongside the boundary path set back from a brick retaining wall adjacent to the brook by around 1–2m.

2.2 Two of the lime trees have previously been tagged by another and these are trees 824 and 825. Those two trees were the subject of my report of March 2026 and following detailed inspection both trees were recommended for removal on safety grounds. These are not considered further.

2.3 For avoidance of doubt, I applied tags to the remaining five trees which are the subject of this current inspection. The tags are round aluminium tags (as opposed to the previous elliptical shaped ones) and run from number 1 to 5 inclusive, commencing with the tree nearest the adjacent alms houses.

Photograph 1: Showing the first of the new round tags affixed to the surveyed trees addressed in this report.

Photograph 2: Showing the line of trees from The Croft prior to their current cover of leaves (image taken in March 2026). Note: With the exception of tree 5, identified to the left hand side of the image, all the other trees were heavily reduced in the past.

Photograph 3: The current view towards the trees in leaf as seen from the side of the public open space.

2.4 Trees 1 to 4 inclusive have all been previously reduced in height, currently standing at between around 17m and 19–20m. They have a measured trunk diameter range from 700mm in diameter at 1.5m above ground level for tree 4, up to 830mm in diameter for the largest tree 2.

2.5 Tree 5 is contemporary but was not previously reduced. This is the tree closest to the corner of the car park for the adjacent Spread Eagle pub. This tree stands at a maiden height of around 26m and has the largest diameter trunk of 980mm, likely as a result of it maintaining a full crown to fuel optimal growth.

3. Invasive testing

3.1 It had previously been identified that some of the trees are host to the burnt crust fungus (*Kretzschmaria deusta*) and *Ganoderma spp* fungi which in particular had resulted in extensive decay to trees 824 and 825 that had already been condemned.

3.2 There are also signs of stem bleeding/exudation which is indicative of a type of *Phytophthora* infection, a symbiote between a fungus and algae which can be drawn into the vascular system of the tree via the roots.

3.3 Test drillings commenced at measurement reference D5 starting at tree 1 through to D19 on tree 4. Upon close inspection, there was no justification for any test drilling for tree 5.

3.4 Tree 1 was found to be in an acceptable condition with only some indications of very early onset incipient decay alteration to structural timber.

3.5 Tree 2 was found to be significantly decayed and featured substantial sections of necrosis (both in the bark and cambium beneath). Bearing in mind the already recommended removal of adjacent tree 824, this tree is proposed for removal on safety grounds.

3.6 Tree 3 showed indications only of minor incipient decay and, alongside its neighbouring specimen tree 4, did show some minor stress within its current crown in physiological terms.

3.7 Tree 4 revealed a strip of superficial decay behind the outer bark. However, the outer buttresses seemingly retain reasonable functionality. This tree is noted to be in poor current physiological condition, showing significant manifestation of stress, but features minimal growth since its previous reduction work.

3.8 Although tree 4 is predicted to have limited longevity, it is recommended for retention at present subject to some crown management, particularly to the two lowest limbs that extend onto the public open space side overhanging two benches and radiate out some distance.

3.9 Tree 5, being the maiden lime closest to the Spread Eagle pub, was in excellent overall condition with no indications of basal decay or dysfunction. Some substantial dead branches were noted in the crown including examples overhanging the car park of the public house.

4. Conclusions and recommendations

4.1 The report trees form a cumulative arboricultural feature which is highly significant within the village, possessing considerable visual amenity value and making a significant contribution in terms of biodiversity.

4.2 An earlier assessment in 2026 found that two component trees, 824 and 825, were extensively decayed and needed to be removed on safety grounds.

4.3 The remaining five trees have been tagged sequentially with numbers 1 to 5, with tree 1 being closest to the adjacent alms houses.

Photograph 4: Showing the decayed trunks of previously condemned trees 824 and 825.

4.4 The following works to trees 1 to 5 are recommended:

- **Tree 1:** Tree to be retained. Upper crown to be reduced, cutting regrowth back to near points of previous reduction and retaining all live growth within the remaining lower crown. However, significant deadwood should be removed.

- **Tree 2:** Tree was found to be significantly decayed and is an unsuitable platform to support future growth. This tree should be removed in its entirety, allowing replacement planting.

- **Tree 3:** Tree found to be in acceptable structural condition at present, allowing it to be retained subject to its upper crown being further reduced back to near points of previous pruning. In addition, it is necessary to reduce the length of the lowest branch on the public open space side to a length of around half of its current length and then remaining deadwood should be removed from the crown.

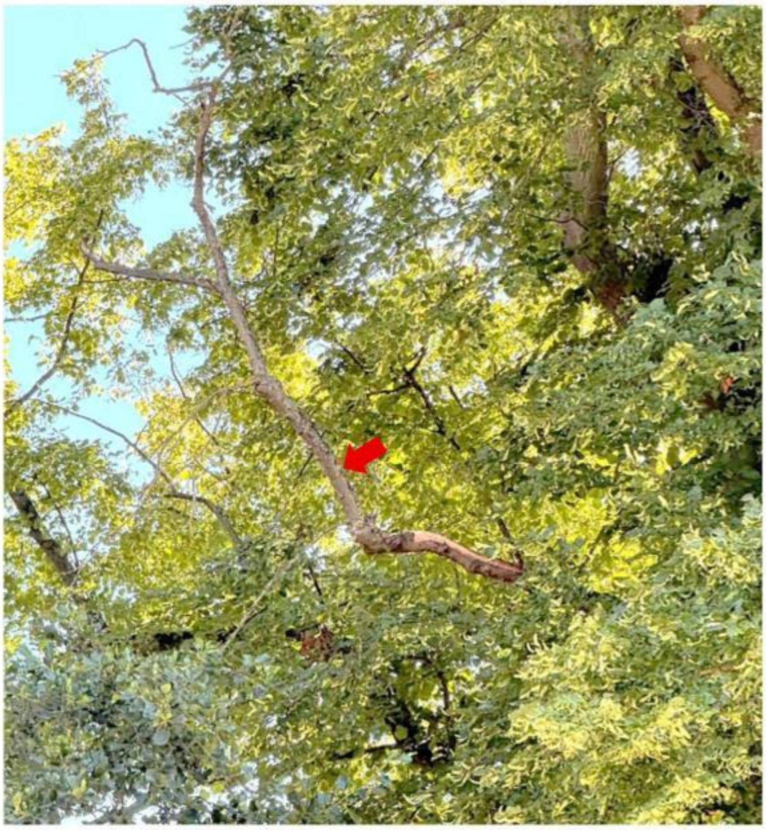
- **Tree 4:** Notwithstanding its current poor physiological condition, it is plausible that the tree may recover and, although minor decay/dysfunction was observed, it is generally considered structurally sound. This tree only supports modest regrowth from its previous reduction, which is acceptable. However, it is recommended that the two lowest branches that extend over the nearest bench closest to the pub (see photograph 5 below) should be reduced to around 5–6m from its trunk. All other remaining live growth should remain, but significant deadwood can be removed, not only removing an obvious hazard but also creating a clear threshold against which future vigour can be monitored.

- **Tree 5:** Tree is a tall, impressive example in excellent overall condition. It is recommended that the ivy and bramble growth be cut back from around the base and/or removed from the lower trunk to aid longer term monitoring. It is also necessary at this stage to remove all larger deadwood where overhanging target areas, particularly the pub car park, as this poses a significant hazard.

4.5 Wherever applicable, tree works should be undertaken in accordance with BS3998:2010 *Tree work – Recommendations*. Having liaised with the Council, obtaining the necessary consent where appropriate, it would be recommended to undertake the works as soon as is reasonably practicable in late autumn/early winter 2026.

Photograph 5: Showing tree 4 with red arrows pointing to the two limbs to be reduced in length.

Photograph 6: Showing an example of a larger dead branch within the crown of tree 5, with red arrow.



4.6 If the stumps of the remaining trees are ground out and the soil reinstated, it is possible to plant replacement trees within the line. However, there has clearly been some negative impact upon the low retaining wall adjacent to the brook in the past.

4.7 It is recommended that replacement planting be considered to the opposite side of the path to the current trees, ensuring that the new trees are set back at least 2m from the path edge. In this position, new trees have the potential to successfully grow into full maturity while still making a strong contribution to the roadside corridor along Burnside. Any short term negative impact upon visual amenity, which is inevitable, will be partially mitigated by the retention of trees 1, 3, 4 and 5, especially when they produce regrowth following further rounds of crown pruning where specified.

Signed:

Ben Bennett BSc (Hons) For, Cert Arb (RFS), MArborA
Director, BB Trees Ltd

Appendix 1: Resistograph decay detection methodology and read-out graphs

Methodology

A1.1 Throughout the course of my experience as an Arboriculturist, I have gained a sound understanding of tree biomechanics and the nature of decay caused by principal decay organisms. I have employed the Visual Tree Assessment methodology during my assessment. I have received intensive training in this methodology and its application and have been assessed at Elite Practitioner status.

A1.2 Invasive investigations have been undertaken using an IML PD400 Resistograph, in this instance, to assess the potential extent of internal decay within the lower trunk regions of the select lime trees.

A1.3 The Resistograph measures the relative density of wood by drilling into the tree with a flexible 3mm diameter drill of 400mm in length. The model of Resistograph used is the latest incarnation of well-proven technology and is capable of measuring wood quality and the presence of internal defects such as included bark or decay-altered wood. In simple terms, the higher the quality of the wood encountered, the greater the resistance offered to the drilling force and a higher output is recorded on the graph.

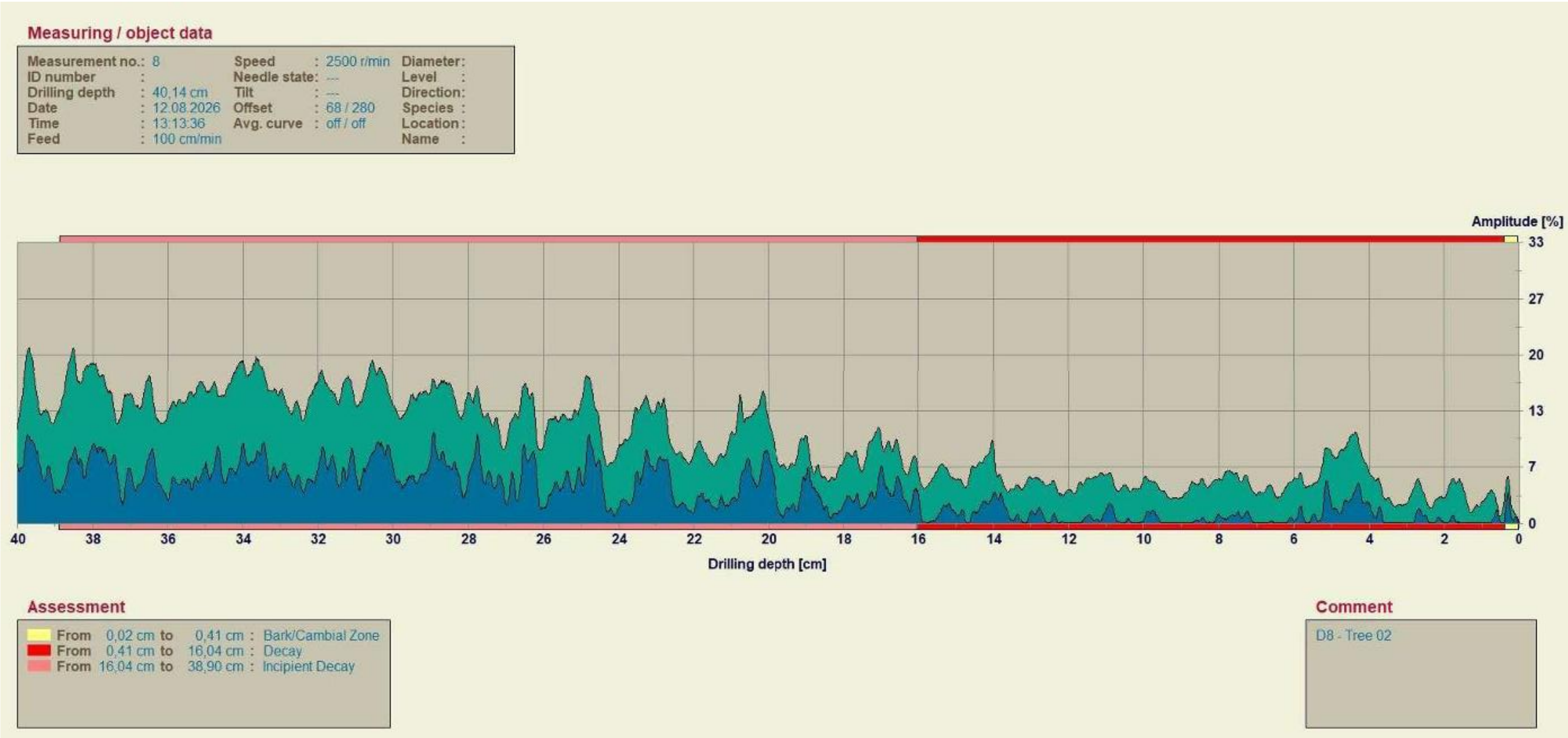
A1.4 The read-out graph identifies the depth of penetration for the testing (read right to left) along the horizontal (Z) axis. The vertical (Y) axis records the amplitude which is a relative measurement as to the density of the encountered wood.

A1.5 The read-out graph consists of two independently recorded, overlaid measurements. The green graph is the resistance measured at the tip of the drill and is equal to the torque force required to drill into the wood. The blue graph relates to the feed rate ie the force required to drill through the wood at a predetermined rate.

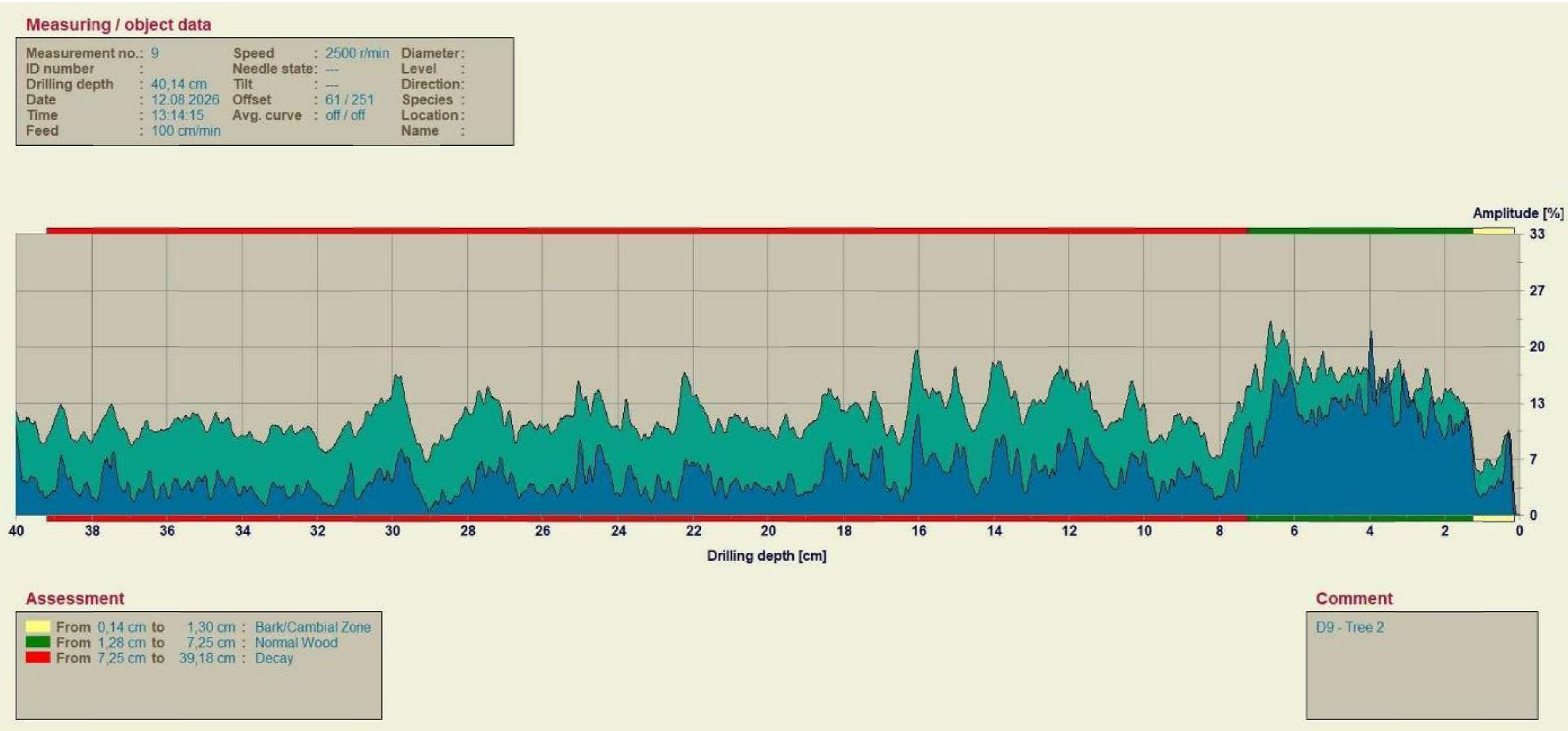
A1.6 Although a highly accurate precision tool, the Resistograph is only capable of interpreting the quality of wood within a very small area subject to the drilling. Whilst this is important in reducing the damage to the assessed tree, this tool does not measure wood quality beyond the area of testing. However, multiple testing points can be made in order to map potential defects.

Resistograph read-out graphs

Test drilling D8

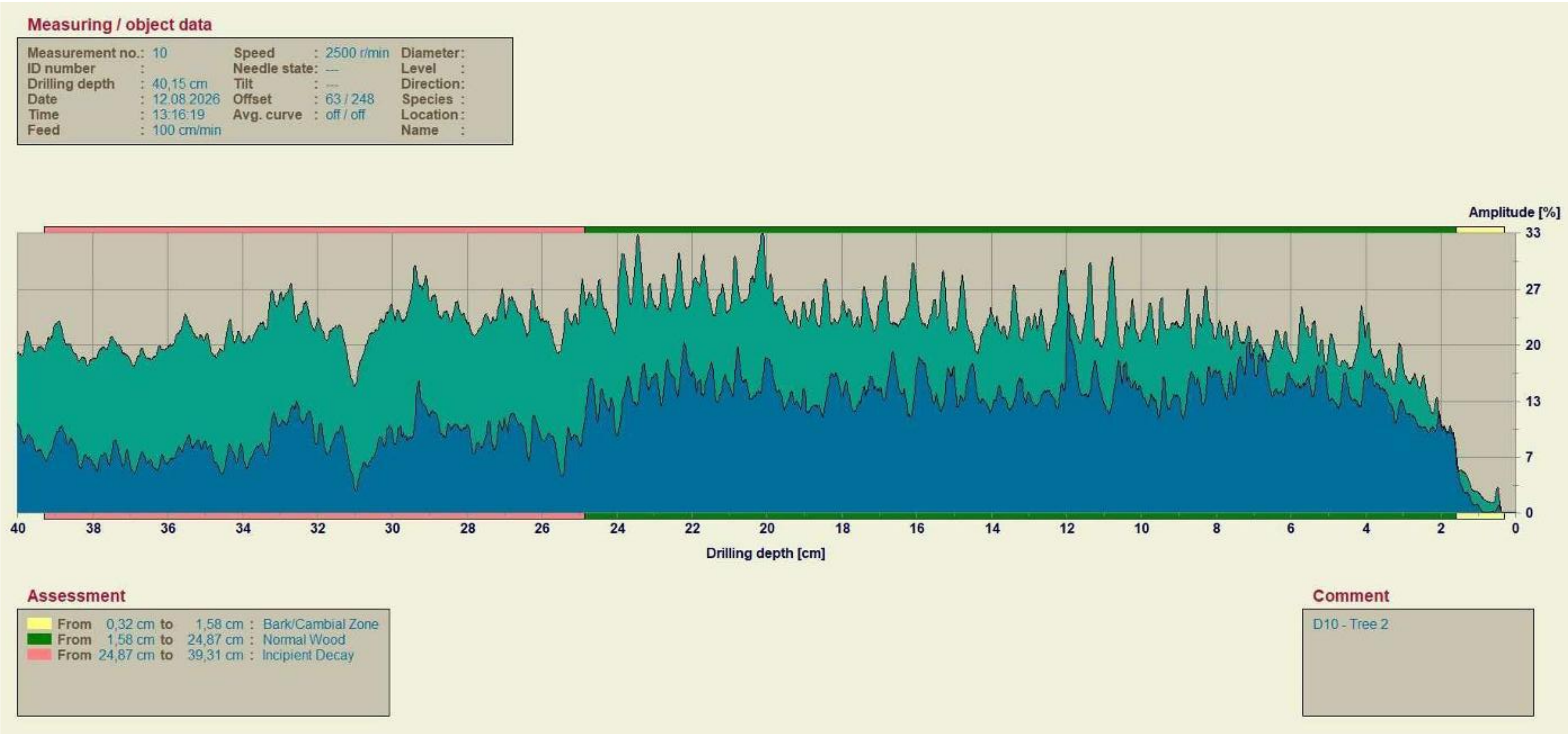


Test drilling D9

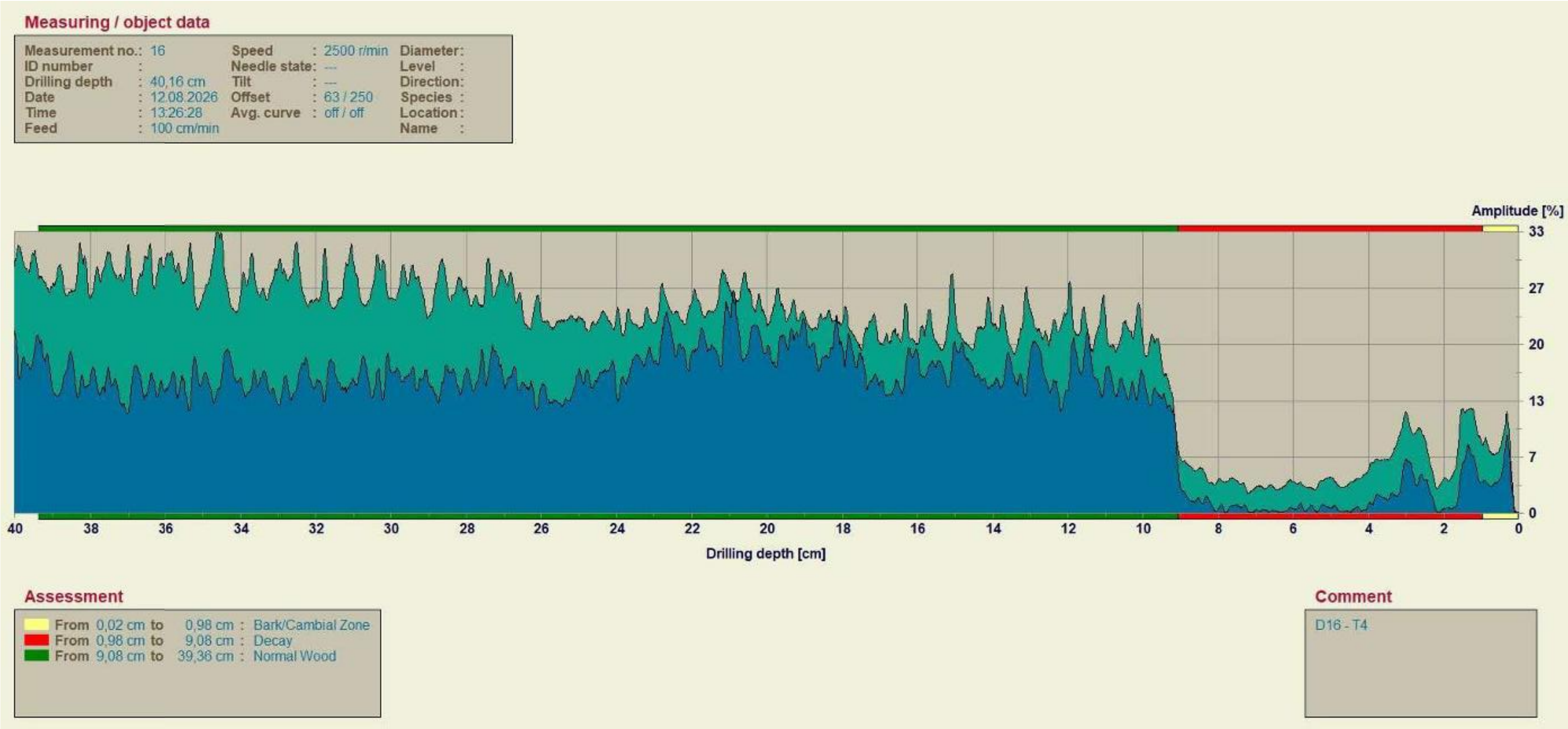


Enclosure 7

Test drilling D10



Test drilling D16



Enclosure 7