Minutes of a meeting of Rolleston on Dove Parish Council held at the Old Grammar School Room, Church Road on Monday 14 September 2026 commencing at 7pm

Present
Councillor Stewart (in the Chair)
Councillors Appleby, Badcock, Gallone, Houston, Robson and Storer

In attendance
ESBC Councillors Lock and Smedley
Alice Peck, Youth Representative
Mary Danby, Clerk

Public Forum
No members of the public were present at the meeting.

68. Apologies for absence
Councillors E McManus, S McManus, Peirce and Sanderson.

69. Declaration of interests and dispensations
Councillor Houston declared a non-pecuniary interest in planning application numbers P/2026/00920 and P/2026/00921.

70. Planning matters
70.1 **Planning applications**

Application No.	Location	Proposal	Comment
P/2026/00871	71 Knowles Hill	Outline application for the erection of a detached dwelling including details of means of access and layout	Comment: The Parish Council seeks assurance that, if permitted, adequate parking arrangements will be provided for the proposed development, the size of which is unclear and that the existing house has the appropriate number of spaces for its size.
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	Objection on the following grounds: ▪ Beacon Road already experiences traffic issues due to the number of residents vehicles parking on the road, the proposed development will put further pressure on parking on the road as no further parking provision has been included. ▪ Councillors expressed concern that there would be insufficient access to the

			property for Doctors or emergency vehicles as no changes are proposed to the current front entrance layout which includes steps. In addition no parking arrangements have been included or seemingly considered for these and visitors. ▪ Potential privacy issues for the residents of the adjoining property as the proposed use is likely to generate a significantly higher level of activity than normally associated with a family home. ▪ The proposed use of the property is not suitable for a residential area. Comment: ▪ The application form states that two parking spaces are currently available, this is incorrect. The Parish Council has asked the ESBC Ward Councillor call in the application for consideration/decision by the Planning Committee.
P/2026/00919	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)	No objection
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)	No objection
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)	No objection

71. Minutes

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

72. Matters arising

Minute No. 48 re St Mary's: Boundary wall between the Church and The Croft
It was noted that the repairs had been completed to the boundary wall.

Minute No. 52.2 re Community Library
Councillor Stewart advised Alice Peck, the Youth Representative that advice had been received to include only board games, not toys in the items accepted for the Community Library.

Minute No. 52.6, 1st bullet point re hole in road on Church Road
It was noted that work had been done to repair the hole.

Minute No. 52.7, 1st bullet point re repairs to the Craythorne Road car park
Councillor Stewart asked that the Contractor confirm when the repairs would be done to the car park.

Minute No. 59 re Local Government Reorganisation (LGR) (Minute no. 32.4, 1st bullet point refers)
It was noted that the Government had announced on 07 September that it was pausing and reviewing Local Government Reorganisation, including the proposals for Staffordshire and Stoke-on-Trent.

Minute No. 64.7 re Local Nature Recovery Strategy Consultation
Councillor Stewart confirmed that she had responded to the consultation on behalf of the council.

Minute No.67.1 re Jinny Trail: Tree works
Councillors were advised that M&M Tree & Garden Services were unable to complete the tree works; the work would now be undertaken by Tonks Brothers Tree & Environmental Services.

73. Councillors reports

73.1 Councillor Gallone raised the following:

- He noted that the construction company's sign was still in situ on Burnside. Councillor Stewart confirmed that the company had been contacted following the July meeting and they had responded saying that this is only a temporary board and it will be removed when the works have been completed.
- He noted that a large pipe had been dumped opposite the Golf Club on Craythorne Road. He was advised to contact ESBC to report the flytipping.
- He noted that the Spread Eagle Willow tree had yet to be dealt with. **Agreed** that M&B be contacted seeking confirmation as to when the tree works would be undertaken.
- M&B had completed work on the Old Girls Grammar School roof. Tim Salmon is in contact with M&B with regard to the space being used as a village archive. **Agreed** that M&B be written to thanking them for completing the work on the roof.
- **Knowles Hill SID**
  Councillor Peirce had raised the following query: Given that the SID stops displaying if a certain speed is exceeded, is it possible that some individuals are still speeding in order to see if they can extinguish the sign, should we review under what conditions the sign

cuts out? Councillors received information provided by the SID supplier and after significant discussion it was **agreed** that the SID settings should remain unchanged.

73.2 Councillor Houston asked when the installation fibre optic cables throughout the village for Virgin Media, etc would be finished. **Agreed** that enquiries be made to ascertain when these works would be completed.

73.3 Councillor Appleby referred to Marston Lane residents' concerns regarding the volume of traffic that would come into the village whilst the A38 is closed, specifically vehicles that are too large to navigate Marston Lane. He said that he had been in contact with County Councillor White who had confirmed that he had agreed to pay for new "Unsuitable HGVs" signage for the junction of Marston Lane and Church Road through his annual highways fund and he was awaiting a date from council officers when these would be installed. Councillor White had also said that county officers had been in contact with National Highways over the course of the year about temporary signage from the A38 indicating that Marston Lane is not a suitable diversion route.

It was also noted that Jacob Collier MP had written to National Highways stressing the impact the A38 works would have on residents in his constituency asking for a robust mitigation plan for two years of displaced highway traffic.

73.4 Councillor Badcock asked the Clerk to contact de Ferrers to make arrangements for him to visit and speak with pupils about filling the Youth Representative vacancy.

73.5 Alice Peck, Youth Representative, advised that she had met with Karen Wright regarding the Community Library and said that the Nursery had given permission for a metal unit to be installed under the canopy. She said that a budget of £100 would be needed to complete the project and it had been suggested that this could be split between the Nursery and the council. Alice was advised to email the funding request to the Clerk for consideration by the council.

73.6 Councillor Stewart reported:

- Marchington had been given authority to close the road in times of flooding and Richard Rayson, Staffordshire Highways had helped them in this matter. **Agreed** that Richard Rayson be asked to contact Station Road residents with a view to seeing authority being given for them to close the road during times of flooding.
- The council's contractor had suggested that the council should consider installing a second defence against illegal intrusion at the Craythorne Road playing field. **Agreed** that Councillor Stewart ask the contractor to provide a quotation for the council to consider.
- Volunteers were sought to help pack shoe boxes for this year's appeal organised by St Mary's Church – the event was taking place at the church on 07 November.
- Councillor E & S McManus had assisted with the preparation of a Facebook post regarding the felling of the 2no. Limes on The Croft in early October.

74. Financial matters

74.1 **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	14.76	2.46

		(Pd 07/08/26)		
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**

Resolved That the above payments be retrospectively approved.

74.2 **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	528.00	88.00
SLCC Enterprises	Training – delegate fee (Clerk)	BACS	46.20	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	**7,226.811**	**371.35**

Resolved That the above payments be approved.

74.3 **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**

Resolved That the above was a true record.

74.4 **Earmarked Reserves**

Resolved That the council's Earmarked Reserves (EMRs) at 31 August 2026 were:

	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**

75. Receipts and payments to 31 August 2026

Resolved That the report be noted.

76. Completion of audit for the year ended 31 March 2026

Councillors were advised that the external auditors, Forvis Mazars, had 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 had been published on 26 August.

Resolved That:

- The External Auditor's sign off on the 2025/26 accounts be noted.
- A Vote of Thanks be given to the Clerk for the work done in achieving an clean audit.

77. S106 funds

Councillor Stewart reported that the Variation document had been signed and sealed. She asked that the council's thanks be given to ESBC Councillors Lock and Smedley and the ESBC Officers for the work they have done in this matter.

Councillor Stewart advised the council that an application would be made to ESBC to draw down S106 funds to remove the Tafflands zip wire in its entirety as it was no longer fit for purpose and she asked that the council agree to close the zip wire to users with immediate effect – **agreed**.

78. Flooding

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

78.2 Councillor Storer reported that a drain at Chapel Lane was blocked. He was advised to email County Councillor White regarding this issue.

79. Martyn's Law

It was noted that the Transport Festival would not be taking place in 2027. **Agreed** that this item be removed from future agendas.

80. SPCA: Campaign Pack: Making Councillor Training a Legal Requirement

Councillors noted the campaign material and **agreed** that no action be taken as the council's existing Training Policy was sufficient for its needs and ample training opportunities were available to councillors when any needs are identified.

81. SPCA: Call for Evidence: Shaping the Future of Local Government in Staffordshire

Agreed That, as the Government had announced it was reviewing Local Reviewing Local Government Reorganisation decisions after receiving updated legal advice and that the process for 14 areas including Stoke and Staffordshire had been paused, this item be deferred until the Government's decision has been published.

82. Knowles Hill: Traffic Calming

82.1 Councillors received 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 had established that the suggested high-sided "containment kerbs" would not be effective in stopping speeding vehicles from leaving the carriageway at this location. Plans were now being drawn up to add two sets of speed cushions on Rolleston Road ahead of the new mini roundabout. It is intended that the speed cushions will be installed 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.

Agreed That County Councillor White, Richard Rayson and Sam Griffiths (Staffordshire Highways) be thanked for the hard work they had put into this project.

82.2 **Rolleston Road: Village gates**

County Councillor White advised that 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 would be funded from the budget for the entire traffic calming scheme due to be delivered this autumn.

He also said that ideally, they 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 and he requested that the Parish Council considers funding this. Councillor White said that he is able to fund the permits from his annual Divisional Highways Fund; the cost to the parish for the gates would be £3000-£4000.

Agreed That:

- The council supports the installation of village gates.
- Costings/advice be sought from Staffordshire Highways to enable quotations to be sought and that, once all the relevant information has been received, the council's contractor be asked to quote to install the gates.

83. Data Protection Data Audit – review

Resolved That, with a minor amendment, the Data Protection Data Audit be approved.

84. The Croft: Arboricultural report on remaining 5no. Lime trees

Agreed That the report be received and noted (see also Minute No. 87).

85. Correspondence

85.1 **Staffordshire Parish Councils' Association**

Bulletins had been circulated to all councillors.

85.2 **Comms Log**

The Comms Log had been regularly circulated to all councillors.

85.3 **SPCA: Eighty-seventh Annual General Meeting and Local Council Conference**

Agreed That the information be noted without comment.

85.4 **Membership with Support Staffordshire**

Resolved That the invitation to take up membership be declined as the services offered are available through the council's membership of the SPCA/NALC.

86. 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.

87. Quotations

87.1 **Burnside railings: Additional trough (Minute No. 52.6, second bullet point refers)**

Resolved That:

- Amberol Ltd's quotation in the sum of £329 plus VAT be accepted to supply 1no. 1290mm self-watering barrier basket and 4no. pairs of liners.
- Woodside Nurseries quotation in the sum of £35 plus VAT to plant the trough on the same basis as the existing troughs, including compost, feed, etc be accepted.

87.2 **Craythorne playing field: Goal posts**

Resolved That John Deacon's quotation in the sum of £500 plus VAT to take down 2no. sets of goal posts, etc be accepted.

87.3 **The Croft: Lime trees (2nd phase)**

Resolved That Tonks Brothers Tree & Environmental Services quotation in the sum of £3,600 plus VAT to fell 1no. Lime tree and undertake maintenance works on the remaining 4no. Limes be accepted.

87.4 **Jinny Trail path, Section 1 – Revised quote (Minute No. 41.1 refers)**

Resolved That John Deacon's quotation in the sum of £6,120 plus VAT to supply, lay, roll and compact Limestone topping 20mm to dust on top of the original path from the Cattle Dock-Station platform-steps be accepted.

87.5 **Tafflands zip wire**

Resolved That John Deacon's quotation in the sum of £5,400 plus VAT to remove the zip wire in its entirety and make the site good and reseed if necessary be accepted (this will be funded from the variation agreed S106 monies).

88. Environmental and Mowing contract specifications 01 April 2027 - 31 March 2030

Resolved That the draft contract specifications be approved and put to the contractors at the appropriate time and tenders requested for the new contract, such tenders to be considered by the council for inclusion in the 2027/28 budget.

89. Staffing matters

Resolved That following confirmation from NALC/SLCC that the pay increase for 2026 had been agreed, the increase backdated to 01 April 2026 be applied to the Clerk's salary (scp 20) with immediate effect.

The meeting closed at 8.40pm

Signed ……

Date …….