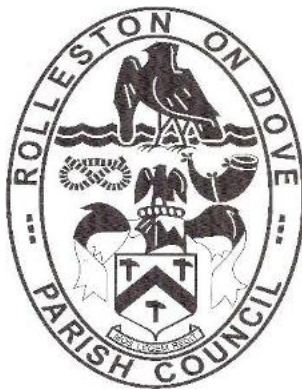




Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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BURNTWOOD
WS7 4SH

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05 October 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 12 October 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/2026/01007	The Croft Burnside	Fell one Lime tree (T2), pollard to nearest previous pollard point and remove deadwood from crown of two Lime trees (T1 & T3), reduce branch length to point of vigorous epicormic shoots at approximately 3 metre distance from attachment point with trunk, of one Lime Tree (T3), reduce branches closest to the Public House to a length of 5 to 6 metres from the trunk and remove deadwood from one Lime tree (T4) (all of TPO-1AA1)

P/2026/01008	3 Marston Lane	Erection of an Oak porch with stone clad dwarf walls to the front elevation, composite cladding to the single storey rear extension (part) and full render to the gable frames.
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4. To consider the Minutes of the meeting held on 14 September 2026 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments due

Payee	Description	Payment Method	Gross £	VAT £
C Stewart	Reimbursement: Spread Eagle Island gate key	BACS (Pd 15/09/26)	7.99	1.33
P Gould	Mowing contract	BACS	1,354.58	0.00
Viking Office UK Ltd	Stationery/postage stamps	BACS	148.48	9.75
Playsafety Ltd	Annual RoSPA inspections	BACS	412.80	68.80
Clerk	Salary and expenses	BACS	1,571.42	0.00
J Deacon	Environmental contract £1,376.10 Craythorne gate lock/unlock £252.00 Repair Stile No. 7 £284.40 Craythorne: Remove goal posts £600.00 Tafflands: Remove dead trees £192.00 Elizabeth Ave: Remove flytipping £36.00 Repair finger post £84.00 Brookside: Remove fallen bush £36.00 The Croft: Repair hole in track £48.00	BACS	2,908.50	484.75
Staffordshire County Council	S115E Licence fee to retain grit bin located on Brookside	BACS (Pd 29/09/26)	210.00	0.00
ESBC	Bin emptying 3 rd qtr 2026/27	BACS (Pd 01/10/26)	1,606.46	267.14
Forvis Mazars LLLP	2025/26 External audit fee	BACS (Pd 02/10/26)	504.00	84.00
Amberol Ltd	Self-watering barrier basket and liners	BACS	394.80	65.80
O2	Council mobile	DD	17.40	2.90
Total			9,136.43	984.47

7.2 Bank reconciliation at 30 September 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	£114,993.76	£ 6,012.68	£121,006.44
	LESS Expenditure	£ 49,819.24	£ 0.00	£ 49,819.24
30 September 2026	Bank Statement	£ 83,231.02	£ 93,458.83	£176,689.85

7.3 Earmarked Reserves at 30 September 2026

	Opening funds 01/04/2026	Available funds 30/09/2026
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 30 September 2026 (Enclosure 2)

9. Flooding

10. Rollestonian of the Year: Review criteria (Enclosure 3)

11. RoSPA: Annual Inspection Reports

RoSPA's reports have been received. Councillor Stewart will provide a summation of findings to the next meeting of the council.

12. St Mary's 20th Advent Festival 2026

An invitation has been accepted for the council to provide a decorated artificial Christmas tree for the Advent Festival – Councillor Appleby and Alice Peck, Youth Representative will decorate the tree.

13. Correspondence

13.1 SPCA Bulletin

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

13.2 Comms log

The Comms Log has been regularly provided to Councillors.

14. Exclusion of Press and Public

Chair to move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

15. ESBC S106 Sports Investment grant

To receive a verbal report.

**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 2 nd 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 a 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

Rolleston on Dove Parish Council
Receipts and payments to 30 September 2026

Nominal Code	Description	Actual to 31/03/2026 £	Projected YE 2026/27 £	Actual to 30/09/2026 £	2026/27 Budget £
100	Income				
1076	Precept	99,212	104,173	104,173	104,173
1090	Interest Received	560		229	540
1100	Grants & Donations Received	4,700		-	-
1110	Council Tax Support Grant	1,665	1,665	1,665	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		118,472	112,698

Nominal Code	Description	Actual to 31/03/2026 £	Projected YE 2026/27 £	Actual to 30/09/2026 £	2026/27 Budget £
200	Administration				
4000	Staff salary	21,970	22,685	11,343	22,629
4020	Employer's National Insurance	2,545	2,653	1,326	2,644
4030	Payroll Services	110		-	100
4050	Use of Home as Office	178		144	195
4100	Insurance	1,892	1,900	1,900	1,892
4110	Audit Fees	605		194	810
4115	Bank charges	53		27	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		87	200
4150	Subscriptions	733		941	1,200
4160	Training	415		311	500
4180	Room hire	290		-	275
4190	Mileage expenses	211		37	220
4195	Parking fees	3		6	10
4200	Play areas R&M	1,938		100	5,500
4205	Craythorne barrier: Lock/unlock	2,196		1,257	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		8,127	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		6,881	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		440	5,000
4320	Capital expenditure	-		-	800
4330	Other administration	1,021		438	2,000
4420	Brook Hollows*	-		3,260	-
4999	Contingency	168		1,217	5,000
515	VAT on payments	9,388		1,524	-
	Total Expenditure	94,245		47,285	119,162
	Total Income	122,313		118,472	112,698
	Net Income/Expenditure	28,068		71,187	- 6,464

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2026 £	Movement in funds £	Funds at 30/09/2026 £
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 30 September 2026

Total funds held in bank accounts	£176,689.85
LESS Earmarked Reserves	-£ 48,266.50
LESS Remaining budgeted expenditure	-£ 75,137.00
General Reserves	£ 53,286.35

*Includes £3000 donor funds transferred to EMR 322 (Brook Hollows) and £260 expenditure from EMR 322

Rolleston on Dove Parish Council
Rollestonian of the Year Award criteria

- For the purpose of this award any individual person(s) or group of any age who live, work or volunteer in the parish is eligible.
- The award may be presented to an individual, individuals or group meeting the above criteria and who have served the community above and beyond that which could be considered normal or who have achieved exceptional heights in their field (sport, arts, etc.).
- All nominations must be supported by reasons demonstrating how they have benefitted the village/residents.
- All nominations must have a nominator contact (e.g. email address which will only be used for the purpose of this award nomination if required).
- The nomination form should offer guidance e.g. examples of reasons against the criteria that might be used to support the nomination.
- Incomplete nominations (with no reasons or nominator details) or nominations completed in bulk will not be accepted.
- The award can be given to any individual(s) or group more than once.
- The award may be given posthumously.
- Serving Parish Councillors are not eligible for the award; they may not make any nominations.
- The award continues to be presented at the Annual Parish Meeting.
- Methods of promotion to include Parish Council website, Facebook page, posters, Rollestonian insert and other village organisations to be asked to promote the award.
- Methods to submit nominations to include email, letter or text to the Parish Council phone number/Parish Council email, an online form available via the website and use should be made of a QR code to take you to the form.
- The existing Parish Council voting process to remain as is.

Criteria agreed: 12 May 2025

This criteria will be regularly reviewed.

For reference purposes - Current Rollestonian of the Year Information

Rolleston of the Year – Nominations please

The Parish Council makes a “Rollestonian of the year” award each year to a villager who in their opinion has served the community above and beyond that which could be considered normal or to a villager who has achieved exceptional heights in their field (sport, arts, etc).

The award will be presented at the May Annual Council Meeting by the Chairman of the Parish Council, or in their absence the Vice-Chairman of the Parish Council.

Written nominations should be sent or emailed to the Parish Council Clerk by 31st March and must include a brief note supporting the nomination.

All Councillors will be given a voting paper listing all nominations at the April Parish Council meeting

Brief details of all nominations will be considered during Part 2 of the meeting after which Councillors will vote for their top three nominations, giving 3 points for their first choice, 2 points for their second choice and 1 point for their third choice. The nomination with the highest number of points will be given the award. In the event of a tie, new voting papers will be issued, and Councillors will vote again between the tied nominees giving 1 point to their first choice nominee. The nominee with the highest number of points will be given the award. In the event of another tie the Chairman of the meeting will have a casting vote.

For the purpose of this award, any person living in Rolleston on Dove is considered to be a “Rollestonian”.

Serving Parish Councillors are not eligible for this award.