

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby  
32 Hillcrest Rise  
BURNWOOD  
WS7 4SH

Mobile: 07400 280561 (Office hours)  
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Our Ref: MD

07 May 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Tuesday 14 May 2019** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

**PLEASE NOTE: THE DAY AND DATE OF THE MEETING IS TUESDAY 14 MAY**

## **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.

- 1. ELECTION OF THE PARISH COUNCIL CHAIRMAN FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF THE PARISH COUNCIL VICE-CHAIRMAN FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO RECEIVE APOLOGIES**
- 4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 5. CO-OPTIONS TO FILL FOUR VACANCIES ON THE PARISH COUNCIL**

The council has four vacancies following the May Local Elections when seven people stood for election to the parish council. As the council's full membership is 11 councillors, the seven people were all elected uncontested. This means that there are four vacancies on the council.

Publicity has been published on the council's website and Facebook page and the noticeboards inviting candidates to come forward for co-option to fill the vacancies on the council.

31 May 2019 has been set as the closing date for expressions of interest to be submitted to the Clerk and all interested persons will be invited to attend the June RPC meeting where they can briefly address the council. The council will then vote by ballot to select co-opted councillors.

The co-opted councillors will be asked to sign Declarations of Acceptance of Office and they will take their seat at the July RPC meeting.

## 6. APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

Committee / Sub-Committee	Current Membership
Alliance of Parish Councils	Cllrs S McManus, Sanderson, Wyatt plus 2 vacancies
Best Kept Village Sub-Committee*	Cllrs S McManus, Sanderson, Stewart, Wyatt plus 1 vacancy
Highways Sub-Committee	Cllrs McManus, Sanderson, Wyatt plus 1 vacancy
Planning Applications Committee	Cllrs McManus, Robson, Sanderson, Wyatt plus 1 vacancy
Recreational Sub-Committee	Cllrs Sanderson, B Toon, Wyatt plus 1 vacancy

\*It has been suggested that the Best Kept Village (BKV) Sub-Committee be re-established as the Environment Committee and that the new committee would focus on environmental matters, including the BKV competition.

## 7. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Outside Body	Current Representative(s)
RoDSEC	Cllr B Toon plus 1 vacancy
Rolleston Almshouse Trustee	Cllrs Robson and Sanderson
Rolleston United Foundation	Cllr B Toon
Semi-Rural Neighbourhood Forum	Cllr Wyatt plus 1 vacancy

## 8. PLANNING MATTERS

### 8.1 Planning applications for consideration at the meeting

Planning Application No.	Address	Proposal
P/2019/00334	35 Shotwood Close	Installation of replacement front door (ENCLOSURE NO. 1A)
P/2019/00395	54 Station Road	Demolition of existing porch to facilitate off road parking and formation of a dropped kerb (ENCLOSURE NO. 1B)
P/2019/00442	93 Station Road	Conversion and alterations to dwelling house (Class C3) to form a residential care home (Class C2) (ENCLOSURE NO. 1C)

### 8.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/01392	35 Burnside	Construction of a single storey detached dwelling and associated access
Permitted		

P/2018/01482	34 Church Road	Conversion of the existing detached garage roof space to form ancillary living accommodation with associated roof alterations and installation of an external staircase (Amended plans received)
Permitted		
P/2019/00280	54 & 56 Station Road	Removal of two Apple trees, one Pear tree and one Damson tree
The Local Planning authority has no objection to the work and does not propose to make a TPO in this instance		

9. TO CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON 08 APRIL 2019 (ENCLOSURE NO. 2)

10. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING

11. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

12. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR

13. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

14. INTERNAL AUDIT REPORT YEAR ENDED 31 MARCH 2019 (ENCLOSURE NO. 3)

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 (ENCLOSURE NO. 4)

16. TO CONSIDER FINANCIAL MATTERS

16.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
East Staffordshire Borough Council	Emptying bins, Q1	BACS (paid 12/04/19)	846.02	141.00
Clerk	Reimbursement re art sets (prizes for BKV Poster Competition winners)	BACS (Paid 13/04/19)	115.47	9.74
1&1 IONOS Ltd	Village website	DD	5.99	1.00
D Elks	Contribution to flood defence	Chq. No. 002874	1,000.00	-
P Mathias	Contribution to flood defence	BACS	540.00	-
P Gould	Mowing Contract	BACS	1,198.23	-
Viking Payments	Stationery	BACS	44.82	6.07
Toplis Associates Ltd	2018/19 Internal Audit	BACS	127.56	21.26
S McManus	Reimbursement re 1&1 IONOS (Website)	BACS	20.24	3.37
Barnett Tree Services	Tree works (Jinnie Trail)	BACS	450.00	-
Clerk	Salary	BACS	670.44	-
Clerk	Expenses	BACS	87.95	6.50
Zurich Municipal	2019/20 Premium	BACS	3,050.94	-
<b>TOTALS</b>			<b>8,157.66</b>	<b>188.94</b>

16.2 Inter Account Transfer

To retrospectively approve the transfer of £2,000 from the Business Bank Instant Account to the Treasurer's Account on 13 April 2019 to provide a "cushion" until the first half of the Precept was received from ESBC (approved by the Chair and Vice-Chair prior to the transfer being made as set out in the council's Financial Regulations).

17. FOOTPATHS AND STILES (ENCLOSURE NO. 5)

**18. ACTION POINTS (ENCLOSURE NO. 6)**

**19. ROLLESTON FC (ENCLOSURE NO. 7) (Minute Nos. 18.4 and 21 (08 April 2019) refer)**

**20. CORRESPONDENCE**

**20.1 Staffordshire County Council**

**Road Traffic Regulation Act 1984 (as amended) and Road Traffic (Temporary Restrictions) Act 1991  
Temporary No Waiting Restrictions and Temporary Vehicle Removal / Tow Away Order  
Needwood Avenue, Garrett Square and Forest School Street, Rolleston on Dove (ENCLOSURE NO. 8)**

**20.2 Save Our Stretton**

Messrs Chinn and Edwards have brought the March and April Save Our Stretton updates to the council's attention regarding the progress of various planning matters. Messrs Chinn and Edwards believe that "of particular interest to Rolleston on Dove residents is the progress, or lack of progress, to the junction of Harehedge Lane and Rolleston Road. The proposed new road layout should be completed before the occupation of any of the first 110 dwellings some of which are in Rolleston". Mr Edwards has suggested that "perhaps the parish council would look into this." **(ENCLOSURE NO. 9)**

**20.3 Traffic on Church Road near Hall grounds**

A resident of Church Road contacted the council via email:

"We park our cars on the road (as we have no driveway). We're getting increasingly concerned about the aggressive traffic coming through the village particularly down this stretch of Church Road. We have lived on Church Road for nine years now and the traffic seems to have been increasing and people are speeding through, beeping horns, getting aggressive with each other. Someone hit my parked car last year and just drove off, while at the same time another person shouted abusive language out of their car in frustration at another motorist.

We have two young children, so it is always a concern getting them safely into the car with aggressive traffic speeding through at high speed.

I was wondering if the topic has been discussed and if there was anything being considered with regards to traffic calming measures down this stretch of Church Road, similar to the traffic measures down Station Road. Perhaps some signs requesting people 'slow down as there are pedestrians crossing' or speed cameras, to encourage people to use alternative routes such as Tutbury Road.

I appreciate that the parked cars are an inconvenience for people who live in the village and people taking short cuts through the village, but if they weren't there we fear people would drive even faster and it is really dangerous for people crossing the road to access houses either side of the road particularly on the blind bend."

**20.4 Parking Issues – Elizabeth Avenue**

A resident of Elizabeth Avenue contacted the council reporting parking issues at the top of Elizabeth Avenue which prevent people from accessing their properties around the school times and evenings. The evenings issue relating to youths who play football on the field. The resident says that the youths are not residents of the village and they are, or have been, abusive when asked to move their vehicles. The resident asked what the council could do to resolve the problem.

The Clerk advised the resident that the council has no powers to deal with parking issues. The Clerk passed the information to the PCSO with a request that she or one of her colleagues visit the road.

**20.5 Footpath 14 (Beacon Road to Craythorne Wood)**

The council received emails from members of the public regarding the cutting of the hedgerow by the landowner on the above footpath during the nesting season.

**20.6 Cutting of tree branches at Tafflands/Craythorne Lane playing field**

The council received a complaint from a member of the public regarding the cutting of tree branches during the Village Clean-up on 16 April. A response was sent to the complainant explaining the work that had been done and why it had been necessary.

**20.7 Access to the council's archive records**

A resident contacted the Clerk asking how people could access the council's archive records now that these were located at the Clerk's home. A response was sent explaining that the archive records would be deposited with the Staffordshire Record Office, located in Stafford, on 01 May 2019 and that anyone may view those records by making an appointment to do so.

**21. EXCLUSION OF THE 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.

**22. LAND MATTERS (ENCLOSURE NO. 10 – (Councillors only))**

**23. BURNSIDE RAILINGS AND BRIDGES (ENCLOSURE NO. 11 (Councillors only))**

**24. OTHER CORRESPONDENCE**



**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Direct Line: 01283 508607  
Direct Fax: 01283 508388  
Reply To: Gary Shilton  
E-mail: [gary.shilton@eaststaffsbc.gov.uk](mailto:gary.shilton@eaststaffsbc.gov.uk)  
Our Ref: P/2019/00334  
*(please quote this reference on all correspondence with us)*

Date : 10 April 2019

**NOTIFICATION OF APPLICATION - TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal: Installation of replacement front door**

**Location: 35 Shotwood Close, Rolleston On Dove, Staffordshire, DE13 9BN**

**Grid Ref: 423298 327911**

If you wish to make comments on the proposal I would be pleased if you could do so within **21** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellants.

**If you are receiving electronic consultations please use the following link:**

<http://www.eaststaffsbc.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

**and insert the above reference number to view the application forms and drawings.** You can use the 'add comments here' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

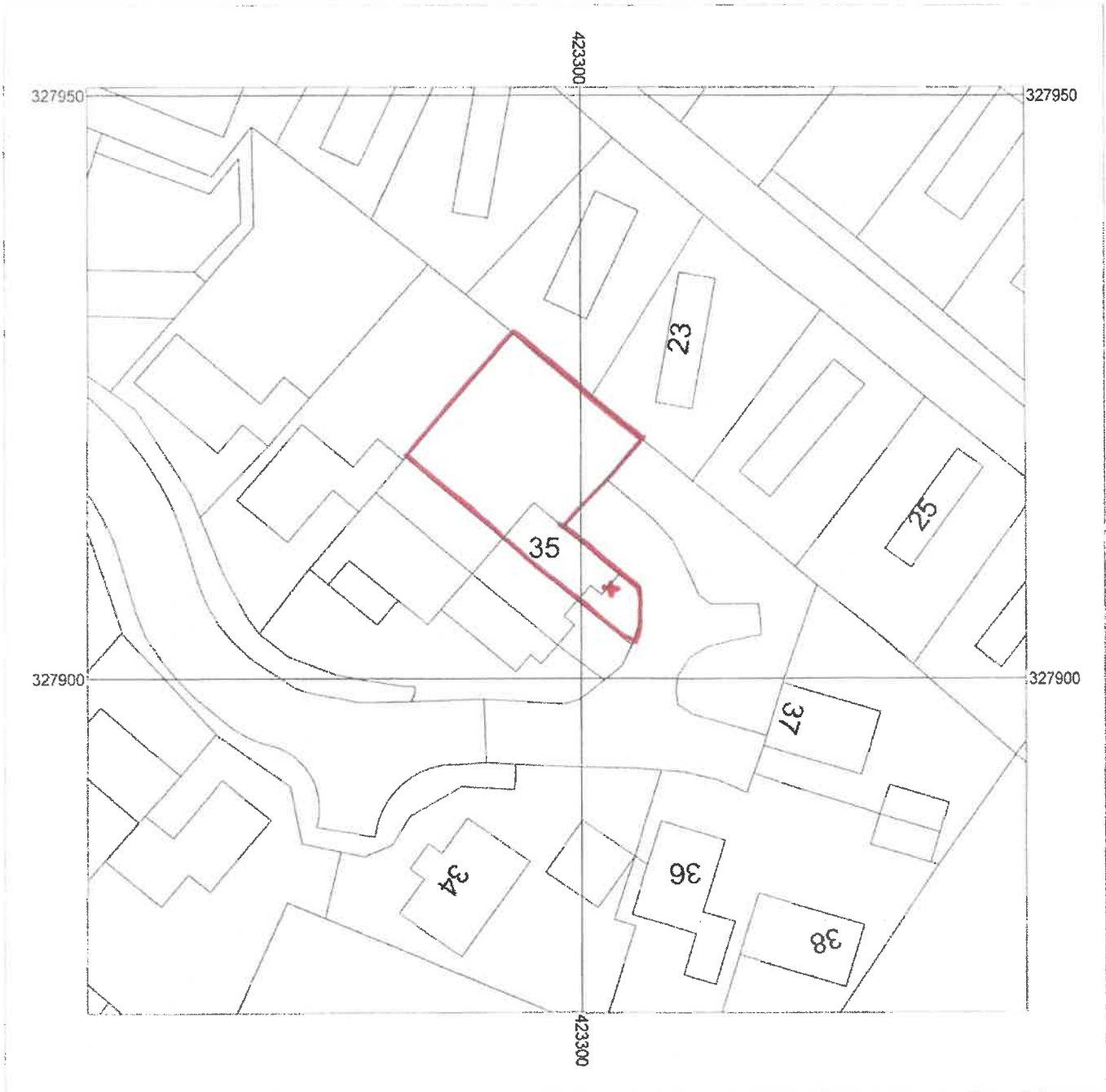
Yours faithfully

*Gary Shilton*

Gary Shilton  
Planner  
Development Control

**Please quote reference number P/2019/00334 on all correspondence.**

**ENCLOSURE NO. 1A**



Metres  
0 2.5 5 10 15 20 25  
Scale: 1:500



Supplied by: East Staffordshire  
License number: 100031961  
Produced: 02/04/2019  
Serial number: 2099572

P/19/00334



Plot centre co-ordinates: 423298,327911  
Download file: Print.zip  
Project name: 35 Shotwood Close B





Metres  
0 5 10 20 30 40 50  
Scale: 1:1250



Supplied by: East Staffordshire  
License number: 100031961  
Produced: 02/04/2019  
Serial number: 2099580

P/19/00336



Plot centre co-ordinates: 423311.327886  
Download file: Print.zip  
Project name: 35 Shotwood Close L

P/2019/00334  
Received 03/04/2019



Reflections glazing

ENCLOSURE NO. 1A



**ENCLOSURE NO. 1A**



**Sal Khan CPFA, MSc**  
**Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Direct Line: 01283 508615  
Direct Fax: 01283 508388  
Reply To: Kerry Challoner  
E-mail: [kerry.challoner@eaststaffsbc.gov.uk](mailto:kerry.challoner@eaststaffsbc.gov.uk)  
Our Ref: P/2019/00395  
*(please quote this reference on all correspondence with us)*

Date : 18 April 2019

**NOTIFICATION OF APPLICATION - TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal: Demolition of existing porch to facilitate off road parking and formation of a dropped kerb.**

**Location: 54 Station Road, Rolleston On Dove, Staffordshire, DE13 9AA**

**Grid Ref: 424088 327717**

If you wish to make comments on the proposal I would be pleased if you could do so within **21** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

**If you are receiving electronic consultations please use the following link:**

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**and insert the above reference number to view the application forms and drawings.** You can use the '[add comments here](#)' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

Yours faithfully

*Kerry Challoner*

Kerry Challoner  
Planner  
Development Control

**Please quote reference number P/2019/00395 on all correspondence**

**ENCLOSURE NO. 1B**



Metres  
0 5 10 20 30 40 50

Scale: 1:1250

54 Station Rd Loc



Supplied by: East Staffordshire  
License number: 100031961  
Produced: 15/04/2019  
Serial number: 2104421

Plot centre co-ordinates: 424088,327717  
Download file: Print.zip  
Project name: 54 Station Rd Loc





Metres  
0 2.5 5 10 15 20 25

Scale: 1:500

54 Station Rd block

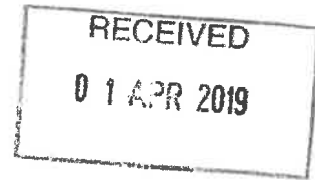


Supplied by: East Staffordshire  
License number: 100031961  
Produced: 15/04/2019  
Serial number: 2104419

Plot centre co-ordinates: 424088.327717  
Download file: Print.zip  
Project name: 54 Station Rd Block



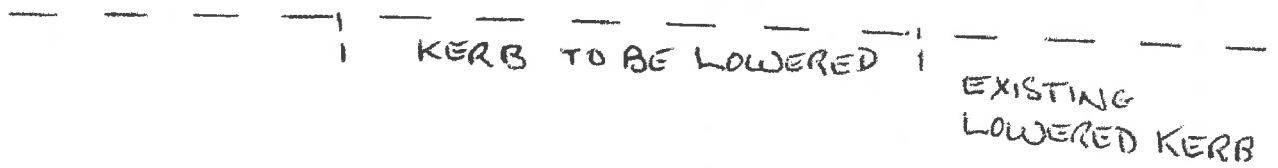
54 ST. RD. DAW. NO. 1



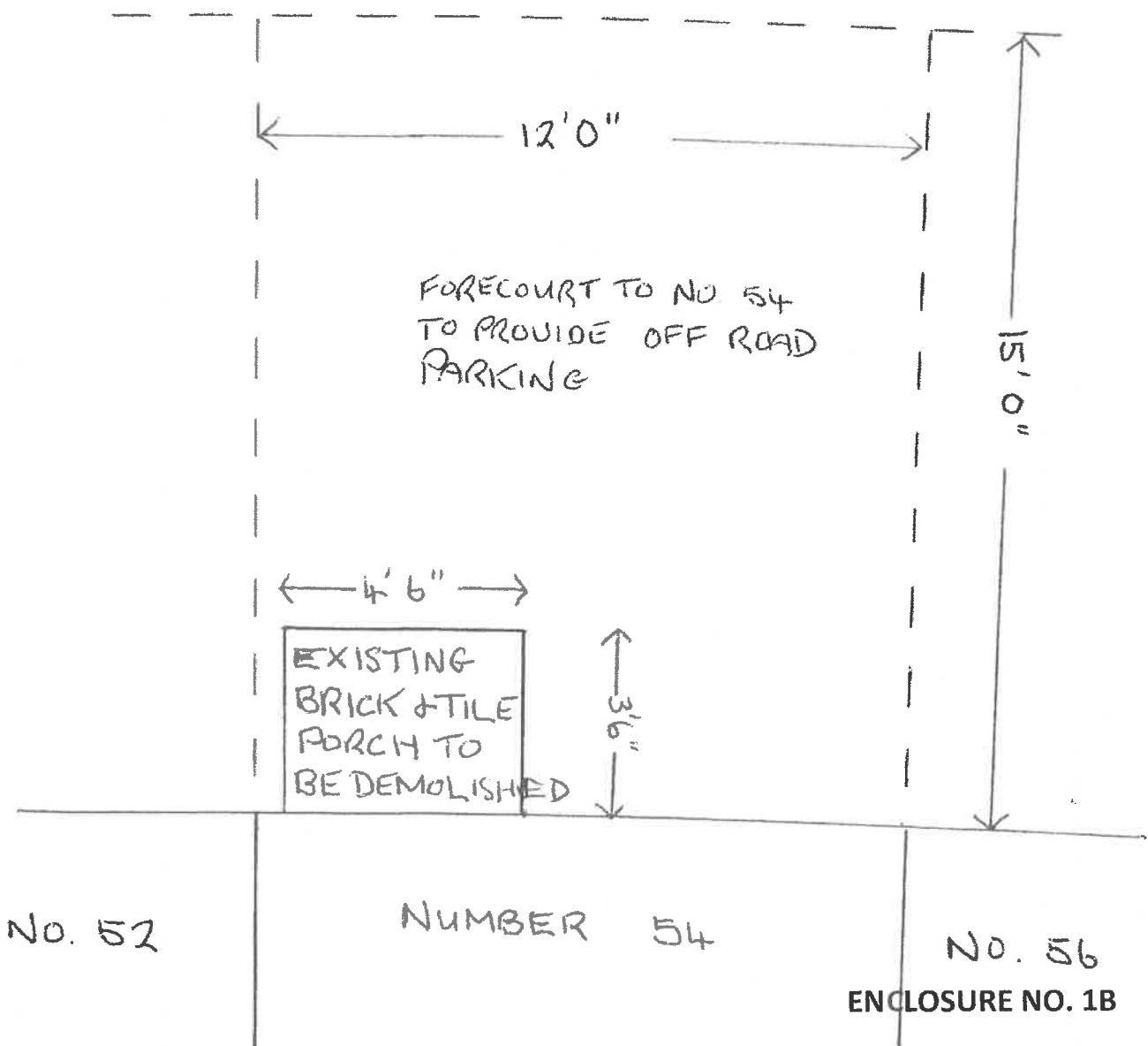
← TO TUTBURY

TO STRETTON →

STATION ROAD



FOOTPATH





East Staffordshire Council (Planning)

Your Reference: P/2019/00395

**Proposal:**

Demolition of existing porch to facilitate off road parking and formation of a dropped kerb.

**Location:**

54 Station Rd, Rolleston-on-Dove, DE13 9AA

**Heritage Statement**

The property comprises a mid-terrace, two storey house/cottage constructed circa 1900/1910. The removal of the porch would return the front elevation to the original appearance in keeping with the adjoining properties in the terrace which largely retain their original character and therefore enhance the traditional aspect of the street view.



**ENCLOSURE NO. 1B**



**Sal Khan CPFA, MSc  
Head of Service (Section 151 Officer)**

Clerk - Rolleston on Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
Staffordshire  
WS7 4SH

Direct Line: 01283 508615  
Direct Fax: 01283 508388  
Reply To: Kerry Challoner  
E-mail: [kerry.challoner@eaststaffsbc.gov.uk](mailto:kerry.challoner@eaststaffsbc.gov.uk)  
Our Ref: P/2019/00442  
*(please quote this reference on all correspondence with us)*

Date : 17 April 2019

**NOTIFICATION OF APPLICATION - TOWN AND COUNTRY PLANNING ACT 1990**

Dear Sir/Madam

**Proposal:** Conversion and alterations to dwellinghouse (Class C3) to form a residential care home (Class C2)

**Location:** 93 Station Road, Rolleston On Dove, Staffordshire, DE13 9AB

**Grid Ref:** 424145 327760

If you wish to make comments on the proposal I would be pleased if you could do so within **21** days of the date of this letter. If for any reason a reply is not possible within that period of time but you wish to make comments, please ensure that this office is made aware otherwise it will be assumed you have no comments to make.

Please note that all correspondence received relating to the proposal can be read and copied by the applicant, the press and other members of the public under the provision of the Local Government (Access to Information) Act 1985. In the event of a subsequent appeal being lodged by the applicant, any letters received will be forwarded to The Planning Inspectorate and the appellant.

**If you are receiving electronic consultations please use the following link:**

<http://www.eaststaffsbc.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

**and insert the above reference number to view the application forms and drawings.** You can use the 'add comments here' facility on the website after viewing the application or you can forward your comments by e-mail to the above address or in writing by quoting the above reference number.

Yours faithfully

*Kerry Challoner*

Kerry Challoner  
Planner  
Development Control

**Please quote reference number P/2019/00442 on all correspondence**

**ENCLOSURE NO. 1C**



93 Station Road  
Location Plan

1:1250 25m 50m 75m 100m 125m

Project

Proposed change of use from class C3 dwelling house to C3(b), at 93 Station Road Rolleston-on-Dove BURTON-ON-TRENT DE13 9AB

Disc.

Site Location Plan

©


Drawn JAK Scale 1:1250 @ A4  
Date 19/02/19 Status Planning

drg.no. 50320-2019-GC-01

Rev.	Description	Date

Suite 2a, Anson Court,  
Hornungate Street,  
Burton on Trent  
Staffordshire  
DE14 1NG

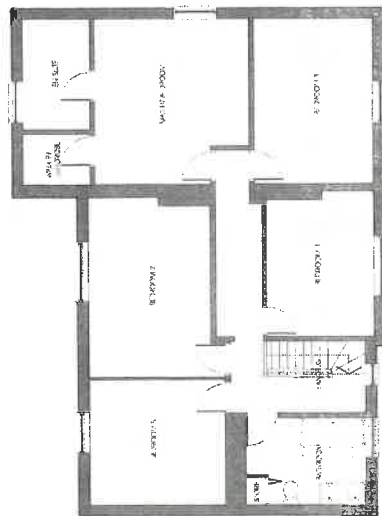


RIBA

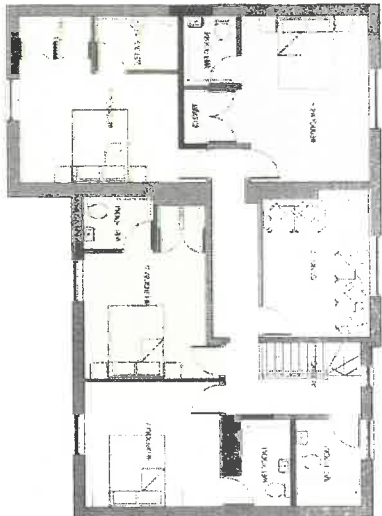
tel. 01283 516155  
email info@markreynoldsarchitect.com

mark reynolds

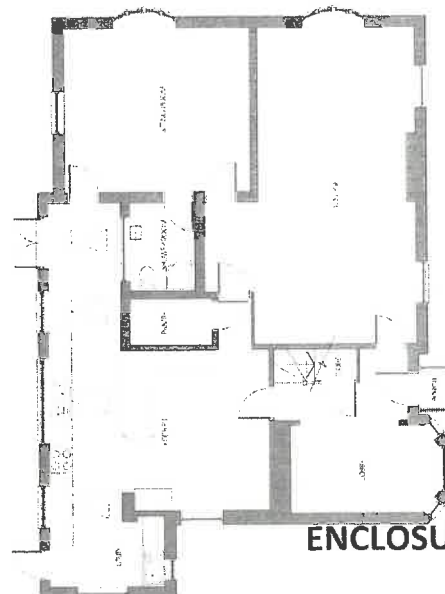
ENCLOSURE NO. 1C



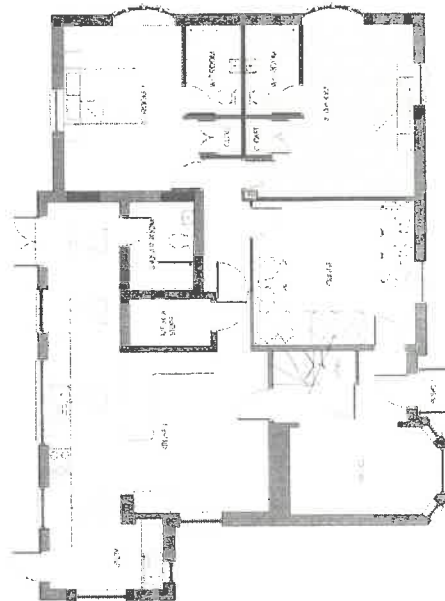
### Existing First Floor Plan



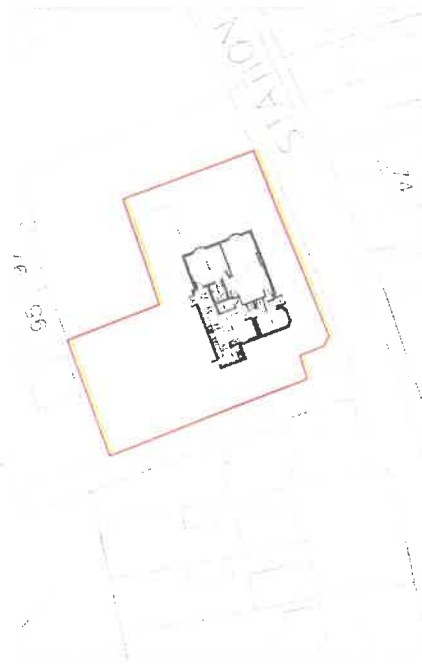
Proposed First Floor Plan



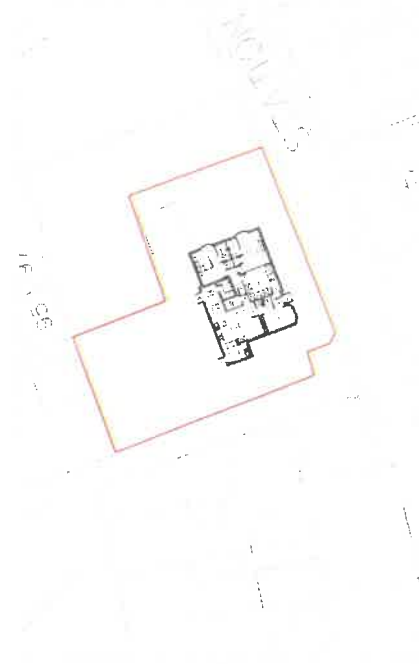
Existing Ground Floor Plan



Proposed Ground Floor Plan



Existing Site Layout



Proposed Site Layout

## **50320 – FLOOD RISK ASSESSMENT**

PROPOSED CHANGE OF USE FROM C3 DWELLING TO C3b AT 93 STATION ROAD, ROLLESTON-ON-DOVE, BURTON-ON-TRENT, DE13 9AB.

27/03/2019

This assessment is to be read in conjunction with the drawings 50320-2019-GC-01 & 02 and has been prepared to ensure validation of the planning application on submission.

The nearby flood zone falls within the red line of the property. However, has no affect on the building, and therefore does not pose any threat to inhabitants, as they have clear access to the main highway.

## **50308 – HERITAGE STATEMENT**

CHANGE OF USE FROM CLASS C3 DWELLING HOUSE TO C3b AT 93  
STATION ROAD, ROLLESTON.

27/03/2019

This statement is to be read in conjunction with the drawings 50320-2018-GC-01 & 02 submitted alongside this document from planning approval.

There will be no material change to the exterior of the property. The site is adjacent to the conservation area and is visible from it but it will have no visual impact upon it.

The property is not in close proximity to any listed buildings or scheduled monuments.

Overall there will be an extremely low impact on the Conservation Area.





**MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL  
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE  
ON MONDAY 08 APRIL 2019 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor Wyatt (in the Chair)

Councillors E McManus, S McManus, Robson, Sanderson, B Toon and J Toon

Jacob Fowkes, Youth Representative

**In attendance**

County Councillor White

2 Members of the Public

Mary Danby, Clerk

**PUBLIC FORUM**

No matters were raised by members of the public.

**1. APOLOGIES FOR ABSENCE**

Councillors Gooding and Stewart

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**3. PLANNING**

**3.1 Planning Applications considered by email**

Application No.	Address	Proposal
P/2018/01392	35 Burnside	Construction of a single storey dwelling and associated access (amended plans received)
Previous comments reiterated to ESBC:		
a) The proposal is an overdevelopment of the site which would adversely impact on the neighbouring properties		
b) Concern regarding access/egress due to the narrow road, and		
c) The proposed development is back land development, i.e. garden infill		
P/2019/00280	54 & 56 Station Road	Removal of two Apple trees, one Pear tree and one Damson tree
Comments submitted to ESBC:		
▪ Request that a tree survey is undertaken		
▪ Cannot see any reason why the trees cannot be pruned if required		

**3.2 Planning applications**

Application No.	Address	Proposal
P/2018/01482	34 Church Road	Conversion of the existing detached garage roof space to form ancillary living accommodation with associated roof alterations and installation of an external staircase (amended plans received)
No comment		

Application No.	Address	Proposal
P/2019/00192	Land adjacent to 157 Craythorne Road, Stretton	Outline application for the erection of two dwellings with all matters reserved
Comment: <ul style="list-style-type: none"><li>▪ The proposal, if approved, would move the Stretton boundary closer to Rolleston on Dove, thus reducing the gap between the two villages</li><li>▪ The Housing Needs Statement (HNS) refers to ESBC's SHMA dated April 2014 - the HNS may not be up-to-date as it does not include reference to the College Fields site</li></ul>		

### 3.3 Planning Decisions

**RESOLVED THAT:**

- a) The planning decisions set out in the agenda be noted.
- b) Clarification be sought from ESBC on Planning Application Nos. P/2018/01584 (on which the council had submitted "no comment", but which had been refused) to enable the council to be better equipped to respond to similar applications in the future.

### 4. MINUTES

**RESOLVED** That the Minutes of the Rolleston on Dove Parish Council meeting held on 11 March 2019 be approved and signed as a true record.

Councillor B Toon asked that the 11 February 2019 Minutes be amended to read as follows:

### 7. BOROUGH COUNCILLOR'S REPORT

Councillor B Toon reported that ESBC had agreed a small increase on the 2019/20 Council Tax. She also reported that the Brook Hollows works should be started during 2019.

### 5. MATTERS ARISING

#### Page 15 – Village Map

Councillor Wyatt reported that the council had been requested to contact Mitchell & Butlers regarding the map being installed on the pub's external wall.

**AGREED** That the Clerk contact Mitchell & Butlers with a view to the map being installed as soon as possible.

#### Page 15 – Tractor (Minute 8.6 January 2019 refers)

The Youth Representative gave an update on the tractor, saying that it would be in situ by the last weekend in May 2019. He also said that the tractor will meet the RoSPA criteria. Councillor Wyatt asked that the Youth Representative keep in contact with the contractor, which he agreed to do.

Councillor Wyatt asked that the Youth Representative prepare a Press Release for the Burton Mail and that he should have a photograph taken of him with the tractor when it has been installed. The Press Release should incorporate a reference to the council and that Youth Representatives would be welcomed.

#### Page 29 Jinnie Trail

It was noted that the Russian Vine was growing rapidly and will need to be treated – Councillors were advised that the Station Heritage Group (Clive Baker) would liaise directly with the contractor (Phil Gould) for the works to be undertaken at the optimum time.

**ENCLOSURE NO. 2**

**6. COUNTY COUNCILLOR'S REPORT**

Councillor White said that he was unable to provide a report due to purdah in the run up to the May elections, he was able to answer the following queries put to him by Councillors:

- Beacon Road: Councillor White confirmed that the Beacon Road resurfacing works were anticipated to commence in the summer – the works were still on course following completion of the flood alleviation works.
- Pot holes at the junction of Station Road/School Lane: Councillor White was hopeful that these would be addressed in the near future.
- Marston Lane: Councillor White confirmed that resurfacing works were starting and that the drains will be reinstated as part of those works.

**7. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon said that she was unable to provide a report due to purdah in the run up to the May elections.

**8. PARISH COUNCILLORS' REPORTS**

- 8.1 Councillor Robson raised his concerns that the damaged post on Burnside had yet to be repaired. Councillor White said that Staffordshire Highways had checked their asset records and they had confirmed that they do not own the Burnside railings. Staffordshire Highways would be prepared to carry out the necessary repairs and claim the costs back from the vehicle owner's insurance if the council asked them to do so. It was stressed that in so doing the council would not have to claim ownership of the posts and railings.

**AGREED** That the Clerk write to Staffordshire Highways, copied to Councillor White accepting their offer to repair the damaged post, that they reclaim the costs from the vehicle owner's insurer and including a statement that the council does not claim ownership of the posts and railings.

Councillor Robson reported that donations of fruits had been received for the Jubilee Orchard; that Simon Richardson was helping with the work; trees would be labelled, and the website information was to be revamped.

Councillor Robson reported that logs were stuck on the weir and there was silt build-up at the Spread Eagle Island bridge.

**AGREED** That ESBC be requested to take the necessary action to resolve these issues.

- 8.2 Jacob Fowkes suggested that the railing on the Burnside bridge(s) could be powder coated rather than simply being repainted.

**AGREED** That ESBC be approached with this suggestion.

- 8.3 Councillor Sanderson reported that trees to the west of the Tafflands play area appeared to be dead and queried why this was the case.

**AGREED** That the trees be inspected as part of the village Clean-up Day on 13 April.

Councillor Sanderson said that the Civic Trust had had a speaker on the Trent Valley Project – the speaker had said that the Project was interested on putting in footpaths and they could be a good contact for the council regarding the footpath maintenance works and replacement stiles in the parish.

**ENCLOSURE NO. 2**

Councillor Sanderson reported that trees had been removed and the land had been flattened on Station Road, opposite the Jinnie Trail and he was concerned at the lack of vegetation on the site.

**AGREED** That the ESBC Planning Enforcement Officer be asked to look at the site as the orchard is designated as a green space in the NDP.

- 8.4 Councillor E McManus reported that the parking article had been placed on the council's Facebook page. A resident had provided photographs of inconsiderate parking at the school – these would be passed to the Clerk for retention in the council's records.

**AGREED** That the photographs of the inconsiderate parking be passed to the PCSO with a request that she visit the site.

Councillor E McManus said that the rubbish on Craythorne Lane was very bad and some railings were broken.

**AGREED** That the broken railings would be indicated to the contractor during the Village Clean-up Day on 13 April and his advice sought on the best course of action.

Councillor E McManus reported that the Royal Mail post box at the bottom of Meadow View had been repainted.

- 8.5 Councillor S McManus reported that a resident had reported that a tree branch by the Club was down on a telephone line. There was some confusion on the location of the broken branch as Councillor Wyatt had recently reported to ESBC's Out of Hours service that a branch was down and resting a telephone line at the junction of Station Road/Church Road.

**Councillor Wyatt agreed** to investigate and identify the location of the broken branch and report the confirmed location to ESBC.

- 8.6 Councillor Wyatt reported that there was a lot of litter on the Tutbury Road from the "Welcome" sign.

**AGREED** That the council's contractor be requested to clear the litter.

## 9. FINANCE

### 9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re litter pickers, etc for Village Clean-up day	BACS (Paid 12/03/19)	156.17	26.03
Willshee's Skip Hire	Skip hire for Clean-up Day on 13 April (Pre-payment required to confirm order)	BACS (Paid 27/03/19)	230.00	38.33
1&1 Internet Ltd	Village website	DD (Paid 07/04/19)	5.99	1.00
Paperstone Ltd	Stationery (for filing cabinets)	BACS	62.94	10.49
Urban Vision Enterprise CiC	Rolleston on Dove NP: Preparation of the Basic Conditions Statement, etc	BACS	2,100.00	350.00
Viking	Stationery (for filing cabinets)	BACS	97.16	16.19

ENCLOSURE NO. 2

Payee	Description	Payment Method	Gross £	VAT £
B A Gooding	Contribution to Flood defence barrier	Chq. No. 002873	840.00	-
P Taylor	Contribution to Floodstop barrier	BACS	984.00	-
A Mandelberg	Contribution to flood barrier	BACS	1,000.00	-
Staffordshire Parish Councils' Association	6 month trial membership	BACS	98.00	-
Staffordshire Parish Councils' Association	Local councillor training course (3 delegates)	BACS	45.00	-
Amberol Ltd	Matting and liners for planters	BACS	649.44	108.24
Society of Local Council Clerks'	2019 Membership subscription (pro rata with Shobnall Parish Council)	BACS	90.32	-
Clerk	Salary	BACS	670.44	-
Clerk	Expenses	BACS	213.98	23.07
P Taylor	Reimbursement re Rolleston Remembers brochure	BACS	58.17	-
Midshire Business Systems Ltd	Photocopier: Copy charges	DD (25/04/19)	103.93	17.32
iD Mobile	Clerk's mobile	DD (25/04/19)	31.21	5.21
Mrs A Cox	Contribution to flood barrier	BACS	894.00	-
J Purvis	Contribution to flood barrier	BACS	1,000.00	-
J Deacon	Environmental Officer – March 2019	BACS	873.01	145.50
J Deacon	Noticeboard (John of Rolleston Primary School site) and Benches (Elizabeth Avenue play area)	BACS	326.40	54.40
P Gould	Mowing Contract – April 2019	BACS	1,198.23	-
		<b>TOTALS</b>	<b>11,728.39</b>	<b>795.78</b>

**RESOLVED** That the above payments be approved.

**9.2 Bank Reconciliation**

**RESOLVED** That the Bank Reconciliation was received and noted.

**10. 2018/19 BUDGET AS 31 MARCH 2019**

**RESOLVED** That the report be received and noted.

**11. BEST KEPT VILLAGE**

Councillor Wyatt gave a verbal report on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting.

**RESOLVED** That:

- The contractor be asked to open the Craythorne Lane playing field car park barrier on the morning of 13 April to enable the skip to be delivered.
- The winners of the four age categories and a Judges' Special Award be presented with age appropriate art sets at a cost of c£25 per category – the prize winners' will be invited to the Annual Parish Meeting on 21 May to receive their awards.
- The BKV Sub-Committee next meet on 09 September 2019 to discuss the Judges' comments and the marks received in the 2019 BKV competition.

**ENCLOSURE NO. 2**

**12. COUNCILLORS' TRAINING**

**12.1 Planning Training**

Following attendance by three councillors on a Local Councillors training session run by the Staffordshire Parish Councils' Association (SPCA) a request had been made for all councillors to be trained in planning matters. The SPCA will deliver the training session at a venue provided by the council at a cost of £250 plus mileage. It had been suggested that the training could be arranged to take place after the May 2019 local elections and that, provided the venue offers enough space, an invitation be extended to another parish council(s) to join the session, thereby offsetting the cost between two (or more) councils.

**RESOLVED THAT:**

- Arrangements be made for the SPCA to deliver their Planning training session at Rolleston on Dove venue on a mutually convenient date.
- Other local parish councils be contacted and invited to participate in the training and that the costs be shared between those councils attending the session.

**12.2 Councillor's Induction Pack**

**RESOLVED** That the Clerk's suggestion that an Induction Pack be provided to all councillors be approved and that the Pack should include:

Members List	Training Policy
Meetings Timetable	Model Code of Conduct
Budget	Standing Orders
Financial Regulations	Parish Council Powers
Data Protection Policies	Equal Opportunities Policy
Health & Safety Policy	HR Policies
Community Engagement Strategy	Good Councillor's Guide
Minutes of previous month's Parish Council meetings	

**13. GOVERNANCE – POLICIES (2<sup>ND</sup> TRANCHE)**

**RESOLVED** That the following policies be approved and implemented with immediate effect:

Anti-fraud and Corruption Policy  
Community Engagement Policy  
Complaints Procedure  
Dignity at Work, Bullying and Harassment  
Disciplinary Procedure  
Environment Policy  
Equal Opportunities Policy  
Grievance Procedure  
Health and Safety Policy  
Lone Working Policy and Guidance  
Members and Officers Subsistence/Mileage Policy 2019/20  
Openness and Transparency Policy  
Risk Management Policy  
Sickness and Absence Policy  
Training Policy  
Whistle Blowing Policy

**14. ASSET REGISTER AS AT 31 MARCH 2019**

**RESOLVED THAT:**

**ENCLOSURE NO. 2**

- The Asset Register as at 31 March 2019 be received and noted.
- Councillors were requested to review the Asset Register against the areas they covered and take photographs where appropriate so that the Register could be updated and provide an accurate reflection of the council's assets.

**15. FOOTPATHS AND STILES (Minute No. 12.3 11 February 2019 refers)**

The council was advised that the Burton Conservation Volunteers (BCV) had surveyed the following footpaths:

Marston Lane – Cornmill Lane  
Cornmill to Shotwood  
Path to Home Farm Park

The survey had identified various works which were required, including realignment of finger posts, replacement stiles, etc. BCV had quoted £750 for their labour to undertake the works, the stile/gate kits, Waymarker posts, top rails and hardcore would need to be supplied by the council. The BCV noted that the County Council may be able to supply the stile/gate kits free of charge\*. The council would also need to attain the landowners' permission before the works could be undertaken.

\*The Clerk had contacted the County Council who had confirmed that the stile/gate kits could be supplied free of charge provided these were replacements for existing structures, that landowner agreements had been attained, etc.

**RESOLVED THAT:**

- a) The report be received and noted.
- b) Landowner permission be sought to undertake the works as set out above.
- c) £1000 from the BKV budget be allocated for the project (£750 BCV labour cost, £250 hardcore, etc).
- d) The Trent Valley Project be approached to ascertain whether funding might be available to offset the costs of the above works (Minute 8.3 above refers).

**16. QUOTATION – JINNY TRAIL – TREE WORKS (Minute No. 8.4 11 March 2019 refers)**

**RESOLVED** That the following quotation submitted by Barnett Tree Services be accepted in the sum of £425.00 for the removal of two leaning limbs, other tree works and all debris to be removed from site, area to be left clean and tidy

**17. ACTION POINTS**

**RESOLVED** That the document be received and noted.

**18. CORRESPONDENCE**

**18.1 East Staffordshire Borough Council (ESBC)**

**Sections 59 to 75 Anti-Social Behaviour, Crime and Policing Act 2011, Sections 87 and 88 Environmental Protection Act 1990 (as amended by Section 19 Clean Neighbourhoods and Environmental Act 2005)**

**RESOLVED** That ESBC be requested to consider that Public Space Protection Orders (PSPOs) be implemented at the following locations:

Area	Alcohol Control	Dogs on Leads
The Croft		✓
Craythorne Lane Playing Field	✓	✓
Elizabeth Avenue Play Area	✓	✓
Tafflands Play Area	✓	✓
Spread Eagle Island	✓	✓
Jubilee Orchard		✓
Shotwood Close Public Open Space	✓	✓
The Jinny Trail	✓	

**18.2 Staffordshire Parish Councils' Association (SPCA)**

Weekly bulletins have been circulated via email to all Councillors

**18.3 Field Drive – Street Sign**

A resident had contacted the council to say that the above street sign post had collapsed as the post rotted. Field Drive is a private road, but the parish council had provided the sign some years ago and was now requested to replace the post and reinstate the sign.

**RESOLVED** That ESBC be requested to replace the street sign.

**18.4 Bryan Chinn**

Mr Chinn contacted the council requesting a progress report on stiles and expressing his concern regarding the deteriorating condition of the portacabin at Craythorne Road Playing Fields.

**RESOLVED THAT:**

- a) Mr Chinn be referred to the BCV survey report (available on the council's website).
- b) Contact be made with Rolleston FC for an update on when the maintenance works will commence on the portacabin.

**18.5 RoDSEC: Peace Festival 29 June 2019**

RoDSEC had contacted the council seeking permission to fasten 'Peace Poles' to a number of the fixed security posts that fringe the lawned areas of the Croft.

**RESOLVED** That permission be granted, as set out above.

**19. EXCLUSION OF THE 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.

**20. FINANCIAL MATTERS**

**RESOLVED** That the Civic Trust be retrospectively invoiced for its contribution to the plants for the planters (reduced by 50% of the agreed contribution) and that the Trust be advised that the council offers to dedicate a stile in recognition of the Civic Trust's work in the village.

**21. CRAYTHORNE LANE PLAYING FIELD – FOOTBALL PITCHES**

**RESOLVED THAT:**



- a) Pitch bookings be booked via the Clerk and all bookings to be recorded on the Outlook calendar.
- b) No more than two matches are to be played at any time.
- c) Rolleston FC be given priority for the hire of football pitches and that they be requested to provide their fixture lists as soon as these have been confirmed each season.
- d) Hatton JFC be advised that they would be welcome to hire the football pitches for their fixtures when the pitches are not being used by Rolleston FC.
- e) The new football club (yet to be formed) be advised that their fixtures cannot be accommodated due to the current and ongoing committed usage .
- f) The hire fees for junior teams will be £10 per match; training sessions will be free of charge – all matches and training sessions to be booked via the Clerk (see (a) above).
- g) Rolleston FC be asked to provide their fixture lists for the 2016/17 and 2017/18 seasons, highlighting their home matches played on the Craythorne Lane Playing Field pitches and that they be retrospectively charged at 50% of fees that should have been paid for those seasons.

The meeting closed at 9.45 pm

Signed .....

Date .....



# TOPLIS ASSOCIATES LTD.

STREETHAY LODGE  
STREETHAY  
LICHFIELD  
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

23 April, 2019

The Chairman  
Rolleston on Dove Parish Council  
c/o Mrs M Danby - Clerk  
32 Hillcrest Rise  
BURNTWOOD  
Staffordshire WS7 4SH

Dear Councilor

## **Conclusion of Internal Audit of your Parish Council For the year ended 31<sup>st</sup> March 2019**

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Part 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2018-19 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2018.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

RECEIVED 26 APR 2019

Registered Office as above  
Registered in England No 3219234

**ENCLOSURE NO. 3**

This year we have not yet carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. As soon as this has been completed we will forward the schedule to your Clerk for any relevant action.

We made one visit during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

We are particularly encouraged to note the efforts that your council have made to improve the governance of your affairs. Steps have been taken to improve and update working documents and the content of the website has been greatly enhanced.

We also note that it is your council's intention to move its accounting systems to RBS Alpha from 1<sup>st</sup> April 2019. We consider this to be a positive step.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2018-19 is attached.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general funds cover (after the exclusion of properly voted earmarked funds of £21,000) is 0.87. At face value we consider this to be a very generous level of general funds balance at the year end. We do note from an examination of your minutes that there are a number of potential projects that you are not holding specific reserves for. We would encourage you to examine carefully your reserves for projects and vote earmarking accordingly.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification;

3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching).

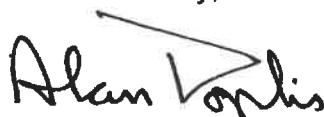
It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so. Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and take action where necessary.

I shall make my next visit in October but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alan Vordis'. The signature is written in a cursive style with a large, sweeping initial 'A'.

**ENCLOSURE NO. 3**

# Annual Internal Audit Report 2018/19

## ROLLESTON ON DOVE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH		✓
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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or <del>income and expenditure</del> ), 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 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

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

Name of person who carried out the internal audit

17/04/19

ALAN TOLUS-TOLUS ASSOCIATES

Signature of person who carried out the internal audit

Al - Tulus

Date 17/04/19

\*If the response is 'no' you must include a note to 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).

# Annual Governance and Accountability Return 2018/19 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights,
  - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review**

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at <b>31 March 2019</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

**ENCLOSURE NO. 4**



# Annual Internal Audit Report 2018/19

## ROLLESTON ON DOVE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY 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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or <del>income and expenditure</del> ), 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 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>Not Covered should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

17/04/19

Name of person who carried out the internal audit

ALAN TOPHIS-TOPLIS ACCOUNTANT

Signature of person who carried out the internal audit

*Alan Tophis*

Date

17/04/19

\*If the response is 'no' you must include a note to 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).

**ENCLOSURE NO. 4**

## Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		
	Yes	No*	*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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge</i>
3. We took all reasonable steps to assure 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant</i>
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.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts</i>

\*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 should be published with the Annual Governance Statement.

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

14/05/2019

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<https://rollestonondovepc.co.uk>

ENCLOSURE NO. 4

## Section 2 – Accounting Statements 2018/19 for

ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
<b>1.</b> Balances brought forward	48571	60798	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.
<b>2.</b> (+) Precept or Rates and Levies	45521	52216	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	24689	32511	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	7574	9547	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
<b>5.</b> (-) 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)
<b>6.</b> (-) All other payments	50432	69605	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	60798 <b>RESTATE</b>	66373	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	60798	66373	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	133173	134981	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.
<b>10.</b> Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	<b>N.B. The figures in the accounting statements above do not include any Trust transactions</b>

I certify that for the year ended 31 March 2019 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

15/04/19

Date

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

14/05/2019

as recorded in minute reference:

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

**ENCLOSURE NO. 4**



## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

ROLLESTON ON DOVE PARISH COUNCIL

### 1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

(Except for the matters reported below)\* 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2018/19

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 2019.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**ENCLOSURE NO. 4**

**ROLLESTON ON DOVE PARISH COUNCIL**  
**14 MAY 2019**

**AGENDA ITEM NO. 17**  
**FOOTPATHS AND STILES**

**Update**

This has been an ongoing issue for the council for some considerable time and the council recently asked the Burton Conservation Volunteers (BCV) to undertake a survey of the Marston Lane footpath as a member of the public had reported his concern on several occasions regarding the condition of the stiles. The council received the BCV report at the previous meeting and agreed to allocate up to £1000 from the Best Kept Village budget line for the necessary works, the first step being to obtain the landowner's permission to access their land.

The identification of landowners has proved to be difficult for the Clerk and a resident offered to assist her in this exercise. Regrettably, whilst the identity of the current landowner of the Marston Lane fields is known it has not been possible to contact her as she lives in London and spends a lot of time out of the country. To complicate matters, the landlord has not yet given her permission for her contact details to be passed to the Clerk meaning that no action can yet be taken on this.

To resolve this matter as quickly as possible, the Clerk contacted the County Council's Public Rights of Way (PROW) team and asked if they could provide the contact details to her. They confirmed that they are unable to do so without the permission of the Rural Payments Agency. They have agreed to discuss the request at the May PROW team meeting with a view to asking the Agency to release the contact details to the council; the PROW team also asked if the council would be prepared to seek the Agency's approval for the repair works – the Clerk said that she thought the council would be prepared to do so if this is necessary/advisable.

In summary, the Clerk cannot contact the landowners until the PROW team come back to her following their request to the Rural Payments Agency for authority to pass the contact details to the council.

**Trent Valley Project – potential funding for footpath/stile works**

It was reported at the previous council meeting that the Civic Trust had had a speaker on the Trent Valley Project and that the speaker had said that the Project was interested on putting in footpaths and they could be a good contact for the council regarding the footpath maintenance works and replacement stiles in the parish.

The Clerk contacted the ESBC contact for the Transforming the Trent Valley project and the following is the response to the council's enquiry:

"As far as projects concerning footpaths/cycle routes/connections these are listed below:

*River Valley Connections*

**Interpretation programme:** Telling the story of the Trent Valley for all ages and backgrounds.

**Trent Valley Way:** Creating a series of walks and trails along the River Trent.

**Canal Access:** Upgrading the towpath of the Trent and Mersey Canal for multiple users.

**Canoe Discovery:** Creating and promoting a canoe trail along the River Tame.

**Gateway to the Trent Valley:** Building a new off-road cycleway connecting communities across the A38.

**Waymarking of Cycle Routes:** Creating marked cycle routes across Burton-on-Trent.

These projects have obviously been approved for funding with some detail but obviously more detail/specifics are now being worked on. I know as far as Brook Hollows is concerned there was some provision for footpaths, but this was purely for this actual area. I'm not aware of any other potential funding unless it is covered under any of these original projects.

If you think it may be covered under any of these projects, I could ask for further information. Please let me know."

ROLLESTON ON DOVE PARISH COUNCIL ACTION					
Month	Minute Ref	Action	Responsibility	Comments	Deadline
September 2018	13	Craythorne Playing Fields	Clerk	Clerk to check that the Title has been registered to the council	Ongoing
January 2019	6	Reinstatement of map on Spread Eagle Inn wall	Clerk	Landlord has agreed to reframe the map and reinstall at no cost to the council	By w/e 07/06/19
February 2019	8.7	Burnside railings and bridges	Clerk	Staffordshire Highways to be asked to confirm ownership in an attempt to find a way to repair/maintained the railings and bridges	Staffordshire Highways confirmed that they do not own the railings
	12.3	Footpaths/stiles	Clerk	Works identified by the Burton Conservation Volunteers Survey to be progressed, starting with obtaining landowners permission for the works to be undertaken	Report to be presented to the council meeting on 14/05/19
	12.5	Village Directory	Clerk	To be updated and consideration given to the Directory being printed on the council's photocopier	Ongoing
March 2019	17	Plaque - Elizabeth Avenue	Cllr Wyatt/John Deacon	Plaque to be installed close to spinner	Ongoing
	17	Spread Eagle Island sign	John Deacon	To be cleaned	Apr-19
	17	Tractor	Jacob Fowkes	Progress to be reported to May RPC meeting	14/05/2019
	Part 2	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry	The Solicitor is working with E.on's solicitor to resolve this matter

TO BE ACTIONED BY OTHER AGENCIES/LOCAL AUTHORITIES

Month	Minute Ref	Action	Responsibility	Comments	Deadline
December 2018	15	Yellow lines / one-way system on School Lane		Added to Action Points list	





## **ROLLESTON ON DOVE PARISH COUNCIL**

**14 MAY 2019**

### **AGENDA ITEM NO. 19 ROLLESTON FC**

1. The Club has approached the council regarding the following items which had been requested when Club representatives met with councillors a few months ago:

- Extra signage around Craythorne entrances/exits to make dog walkers aware to pick up any mess.
- New signage to make dog walkers aware to keep dogs on leads while football is in play.
- Litter in the car park – the installation of additional bins was requested, the Club also asked if the litter picker could pick closer to the match days on Sundays.

The Club have also asked:

- Would it be possible to ask the council's mowing contractor how much he would charge the Club for the area around the portacabin to be kept tidy each time he visits the site.
- Does the council have any plans to tidy up the white fence that segregates the car park from the field?
- There are several posts that run  $\frac{2}{3}$  of the way down the car park, one of which has been pulled put out of the ground – this will allow vehicle access down to the portacabin which then defeats the purpose of the gate being there and being locked as a point of security.

#### **2. Portacabin**

A resident has contacted the council on several occasions expressing his concern at the condition of the portacabin. The Clerk contacted the Club to ask when they were planning to undertake the necessary maintenance works. The Clerk was advised that the Club would be meeting on 29 April and it was intended that a date would be agreed for when the maintenance works would commence, the Clerk has contacted the Club asking for confirmation of the commencement date, but a response has yet to be received.

The resident has contacted the Clerk again indicating that the council should be able to act quickly to see the necessary works undertaken. The Clerk has previously informed the council of his concerns regarding the condition of the portacabin, but arrangements cannot be made for the council to undertake the necessary works without the council giving that instruction.

#### **3. Portacabin – Insurance**

A resident has contacted the council on several occasions asking if the council has seen the Club's insurance certificate for the portacabin (apparently a previous Clerk viewed the certificate on an annual basis). The Clerk has asked the Club to confirm that they have insurance in place and for a copy of the certificate to be provided for the council's records – no response has been received yet on this request.

It may be worth noting that the portacabin is covered on the council's insurance policy under "All Risks". The Clerk has submitted an enquiry to the insurers asking if this is enough cover for the portacabin's use as a changing room or whether the Club should also have insurance – the insurer's response will be reported at the meeting.



**STAFFORDSHIRE COUNTY COUNCIL**

**ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED)  
ROAD TRAFFIC (TEMPORARY RESTRICTIONS) ACT 1991**

**TEMPORARY NO WAITING RESTRICTIONS AND TEMPORARY VEHICLE REMOVAL / TOW AWAY ORDER**

**NEEDWOOD AVENUE, GARRETT SQUARE AND FOREST SCHOOL STREET, ROLLESTON ON DOVE**

**NOTICE** is hereby given that the Staffordshire County Council on 28 May 2019 made an Order the effect of which will be to prohibit any vehicle from waiting along:

- Needwood Avenue, Rolleston on Dove from its junction with Station Road to its junction with Garrett Square,
- Garrett Square, Rolleston on Dove from its junction with Needwood Avenue to its junction with Forest School Street and
- Forest School Street, Rolleston on Dove from its junction with Garrett Square for its entire length in a southerly direction;

on a Monday to Friday between the hours of 07:00 and 18:00 and Saturday between the hours of 08:00 and 14:00. The Order will also remove / tow-away vehicles if a vehicle is in contravention of a temporary prohibition of waiting, loading and unloading or parking, which has been implemented to facilitate an event or works on the highway and the vehicle could impede or prevent the event or highways maintenance work taking place, it will be necessary to urgently relocate the vehicle, unless the vehicle is being used in connection with the works; or is being used for police, fire brigade or ambulance purposes. Pedestrian access will remain. Bellway have made a commitment to provide an over-spill parking area.

For more information, visit: <https://roadworks.org?tm=113103290>.

**The order will come into operation on 1 June 2019 and the said works will commence on or as near as practicable to that date taking place Monday to Friday between the hours of 07:00 and 18:00 and Saturday between the hours of 08:00 and 14:00. It is anticipated that the works will be completed by 27 November 2020.**

The Order will remain in force for a period of 18 months, or until the construction of a vehicle access for residential development works, which it is proposed to carry out on or near the road have been completed, whichever is the earlier.

Date: 29 May 2019

John Tradewell, Director of Corporate Services,  
No. 1 Staffordshire Place, Tipping Street, Stafford. ST16 2DH

**Ref: 4151076 Enquiries: Customer Contact Centre Tel: 0300 111 8000**  
**<http://roadworks.org>**





## March 2019 Update

I thought it would be useful to give you an update following a meeting I had recently with the council's planning department on the status of the Craythorne Road application.

The planning department have now received a response from Staffordshire County Council about the traffic that would be generated by the Craythorne Road development. I have not seen a copy of this report, but I understand the County Council have no objection to the development on the basis of the traffic impact subject to some agreements.

While I think there are still some discussions continuing on the School place provision it is felt the application is likely to go to May's planning meeting which is taking place on Tuesday 28th. Although there is still a possibility it could make April's meeting on Wednesday 24th this is felt unlikely. As soon as we know for certain, I will send out an email, I am conscious that this whole process can drift along very slowly.

I mentioned last time I was trying to get some answers to my concerns about traffic improvements that I was expecting to see at the Bitham Lane, Rolleston Road and Harehedge Lane junction and at Wharf Road. I did write to the Leader of Staffordshire County Council, Philip Atkins and I finally got some responses. Worryingly on the Bitham Lane, Rolleston Road and Harehedge Lane junction improvements there currently seems to be nothing being planned.

Even though this is a prerequisite of any houses being occupied on the Glenville Farm development, Staffordshire County Council got the reserved planning application approved for the first 110 houses on this piece of land earlier in the year. The sale of the land was expected to fund all the improvements but this now seems unclear. In fact, Staffordshire County Council say they are asking Gladmans for money from the Craythorne Road and Beamhill Road applications to improve this junction! Which is a concern as if they are asking for money for this junction, will they be asking for any money for the Church Road junction?

When both these applications go to planning, they are likely to get rejected due to the conflict with Local Plans and Neighbourhood plans and other reasons. While Gladmans could appeal, no money would come from either application unless planning approval was agreed, land sold, and a 106 payment agreed. All of which could take many years. In the meantime, what happens to this junction? What happens to the first 110 houses will they be allowed to be occupied without the road improvements?

Last Monday I did a traffic survey at this junction and once again the volume of traffic turning from Rolleston Road into Bitham Lane between 8 and 9 am continues to increase and is now 229 vehicles against the 58 in Staffordshire County Council traffic models. That night I went for a run and when I got to this junction there was an ambulance and two badly crashed cars. The sooner we get the road changes to improve this junction and make it safer the better.

I also asked about the Wharf Road improvements that appeared to be part of the original Pirelli land development of housing and industrial estate conditions. Staffordshire County Council view is 'Although it is suggested in the draft appendix attached the S106 that S278 works were to be completed at this junction, this decision was not carried forward in East Staffordshire Borough Council's Decision Notice as a final requirement of the planning permission'. I have now asked East Staffs if they have the same view of this.

Graham Lamb  
Save our Stretton



## April 2019 Update

A few things to give an update on.

The Planning department say the Craythorne Road application is pencilled in for the planning meeting on the 29th May. However, I am conscious if either Gladmans or Staffordshire County Council are slow to respond to East Staffs Planning team the date could still slip once again.

It is also likely that the Gladman Beamhill application will also be on May's meeting agenda.

I did a traffic survey at the A38 North Junction on Wednesday April 10<sup>th</sup> during the peak morning hour 0800 – 0900. So, I could compare today's traffic flow with the models used for the Craythorne application which look at the traffic flow expected in 2031.

By when we can expect the 950 houses on Beamhill to be built ( access road being worked on now), 500 houses off Harehedge Lane, 100 houses in Rolleston and the completion of the 50 houses still to be finished in Stretton.

The survey showed increased traffic coming from Derby Road, 1006 vehicles with 723 vehicles going onto the A38 and 283 vehicles going from Derby Road into Claymills Road. With 303 cars turning left from Claymills to join the A38.

They say in 2031, only 801 vehicles will travel down Derby Road, 200 less than today! 648 going onto the A38 and only 153 turning into Claymills Road. With 299 cars turning left from Claymills to join the A38. Surprisingly while all these figures have dropped the amount of vehicles expected to try and cross the North bound carriageway in and out of Claymills Road have doubled from 233 vehicles to 456. This is just another example of a very suspect model; I have forwarded the results onto our County Councillor.

I understand the developers looking to build the first 110 houses of Harehedge Lane have had a meeting with the council and the council are hopeful that this will bring forward infrastructure improvements. I will continue to keep chasing for clear plans for this development,

I am still waiting for a response from ESBC on what happened to the Wharf Road improvements.

Graham Lamb  
Save our Stretton