

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby  
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Our Ref: MD

02 September 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the 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 **Monday 09 September 2019** commencing at 7.30pm 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.

### 1. TO RECEIVE APOLOGIES

### 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

### 3. PLANNING MATTERS

#### 3.1 Planning Committee - Minutes

To receive the Minutes of the Planning Committee meeting held on 12 August 2019 (**Enclosure No. 1**)

#### 3.2 Planning applications

Planning Application No.	Address	Proposal
P/2019/00889	The Croft, Burnside	Erection of a roofed pagoda at the rear of the house
P/2019/00958	40 Church Road	Felling of one Sycamore tree

Planning Application No.	Address	Proposal
P/2019/00976	40 Alderbrook Close	Erection of a single storey link extension between dwelling and garage
P/2019/00992	16 Burnside	Removal of a limb of 1 Ash tree overhanging 18 Burnside

### 3.3 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/00806	5 St Marys Close	Reduction of lateral limbs on neighbouring side by up to 2 metres and reduce lower branches by up to 2 metres of 1 Copper Beech tree (T246 of TPO 1)
Grant consented		

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10 JULY 2019 (ENCLOSURE NO. 2)
5. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING
6. TO RECEIVE THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 12 AUGUST 2019 (ENCLOSURE NO. 3)
7. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
8. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR
9. TO RECEIVE REPORTS FROM PARISH COUNCILLORS
10. TO CONSIDER FINANCIAL MATTERS

#### 10.1 Schedule of payments (as at 31 August 2019)

Payee	Description	Payment Method	Gross £	VAT £
<b>Councillors are requested to retrospectively approve the following which fell due for payment during the Summer recess:</b>				
East Staffordshire Borough Council	Election costs	BACS (22/07/19)	116.02	-
1&1 IONOS	RPC Website: Monthly fee	DD (07/08/19)	5.99	1.00
Freeola Ltd	Village website: Qtrly charge	DD (09/08/19)	13.86	2.31
Clerk	Clerk's salary (£670.44); Clerk's expenses (£79.82)	BACS (12/08/19)	750.26	2.33
Evergreen Office Supplies Ltd	Stationery	BACS (12/09/19)	38.52	6.42
P Gould	Mowing contract	BACS (12/09/19)	1,198.23	-
J Deacon	Environmental Officer (£894.84) and Spread Eagle Island sign (£339.30)	BACS (12/09/19)	1,234.14	205.69

Payee	Description	Payment Method	Gross £	VAT £
Mazars LLP	Audit fee for year ended 31 March 2019	BACS (22/08/19)	360.00	60.00
iD Mobile Ltd	Clerk's mobile	DD (25/08/19)	28.76	4.79
		<b>Sub Total</b>	<b>3,745.78</b>	<b>282.54</b>
<b>Payments due as at 31 August:</b>				
S McManus	Reimbursement re purchase of maps in support of 1 <sup>st</sup> Registration of the Beacon Road and Craythorne Road Playing Field sites	BACS	88.78	14.80
J Deacon	Jinny Trail: Supply sleepers and concrete in for Cattle Dock sign	BACS	84.00	14.00
Staffordshire Parish Councils' Assn	Planning Course	BACS	282.40	-
Playsafety Ltd	2019 RoSPA inspections	BACS	341.40	56.90
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary (£670.44), Clerk's expenses £48.89)	BACS	719.33	-
HMRC	NI/PAYE – Qtr. 2	BACS	623.76	-
PEAC (UK) Ltd	Photocopier: Qtrly rental	DD (03/09/19)	210.74	35.12
1&1 IONOS	RPC Website: Monthly fee	DD (07/09/19)	5.99	1.00
		<b>Sub Total</b>	<b>3,554.63</b>	<b>121.82</b>
		<b>TOTAL</b>	<b>7,300.41</b>	<b>404.36</b>

## 10.2 Bank Reconciliation as at 31 August 2019

		Bank Accounts			
		Treasurer £	Instant Access £	Total £	Comment
01/04/18	Bank Statement	13,292.23	53,081.15	66,398.38	
Movement in funds to date	<b>PLUS</b> Income	40,071.47	2,661.72	42,733.19	
	<b>LESS</b> Expenditure	(34,316.19)	(2,000.00)	(36,316.19)	
		19,047.51	53,742.87	72,790.38	
31/08/19	Bank Statement	19,047.51	53,742.87	72,790.38	

## 10.3 2019/20 Budget as at 31 August 2019 (ENCLOSURE NO. 4 TO FOLLOW)

## 11. COMPLETION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019 (ENCLOSURE NO. 5)

## 12. ACTION POINTS (ENCLOSURE NO. 6)

## 13. ROLLESTON FOOTPATHS (ENCLOSURE NO. 7 TO FOLLOW)

## 14. 2019 RoSPA REPORTS

The 2019 RoSPA reports on the four play areas have been circulated to all councillors via email.

## 15. ALLOCATION OF AREAS TO COUNCILLORS (Minute No. 55.1(d) refers)

To consider if the allocation of village areas to councillors needs to be reviewed.

**16. COLLEGE FIELDS: S106 AGREEMENT**

Cllr Gooding has requested that this item be included on the Agenda.

**17. CORRESPONDENCE**

**17.1 Walford Road: Request for a gate to alley**

The council has been contacted by a resident of Walford Road with two dogs who enjoy walking in the fields in the village. The resident says that "Unfortunately, there have been a few occasions when they have run from the far side of the field, through the alleyway, onto the road at the top of Walford Road. This is a risk to them and any passing motorists or cyclists. I have spoken to other dog owners and some of them have experienced a similar problem with their dogs. This could be easily resolved with the installation of a gate, similar to the one leading onto Beacon Road from the fields."

The picture below shows the Beacon Road gate referred to by the above resident:



**17.2 Marston Lane: Litter Bin request**

A resident who voluntarily regularly collects litter in the village has requested that a litter bin be installed at the parking area next to the river. The resident thinks that people might be prompted not to leave litter if a bin was available.

**17.3 Damage around the village**

A resident who voluntarily regularly litter picks around the village contacted the council to report the following:

- **Brook Hollows:** The perimeter fence/edging next to Brook Hollows by the side of The Lawns road bridge is damaged. The Clerk reported this to ESBC who said that an Officer would be sent to investigate the problem.
- **Brookside:** The cobbled kerb in Brookside, near to Brook House, is damaged and is missing stones. The Clerk reported this to Staffordshire Highways via its online reporting tool on 30 July.

**17.4 Meadow View**

The following has been passed to the parish council by ESBC. A resident of Meadow View contacted ESBC expressing his concerns with the number of dogs running freely in the park where children are playing, and he thinks better patrolling and signage should be used to reduce the risk to children. The resident also asks if the play area could have a sign suggesting stronger penalties for people not having their dogs on leads at all times. He stressed that something needs to be done. (It is believed that the resident is the person who contacted the parish council with the same concerns in early 2019.)

RPC has signage in place, and it is not viable/possible to have someone patrolling the area as the resident asks.

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

The weekly SPCA Bulletins have been forwarded to all councillors.

**18. 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.

**19. DEFIBRILLATOR (Minute Nos. 14(c), 30 and 63 refer)**

**20. FOOTPATH BARRIER (Minute Nos. 33.3 and 64 refer)**

**21. SHOTWOOD CLOSE PUBLIC OPEN SPACE: TREE PROBLEMS (ENCLOSURE NO. 8)**

**22. SPREAD EAGLE ISLAND – QUOTATION RE POSTS AND CHAINS (ENCLOSURE NO. 9)**

**23. OLD RAILWAY TRACK, NR ROLLESTON ON DOVE (ENCLOSURE NO. 10)**

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 12 AUGUST 2019**

**PRESENT**

Councillor S McManus (in the Chair)

Councillors Badcock, Gooding, E McManus, Robson, Sanderson, Wyatt

**PC/2019-20/1 ELECTION OF COMMITTEE CHAIR**

Councillor S McManus was elected as Planning Committee Chair

**PC/2019-20/2 APOLOGIES**

Councillor Stewart

**PC/2019-20/3 DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared

**PC/2019-20/4 PLANNING MATTERS**

**PC/2019-20/4.1 Planning applications**

Planning Application No.	Address	Proposal
P/2018/01506	Land opposite Norwood Cottage Hall Grounds	Reserved Matters application to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale
No comment		
P/2019/00805	The Croft House 11 Station Road	Crown lift by up to 3 metres and reduce back overhanging branches to give a clearance of the house by up to 2 metres of 1 Copper Beech tree, crown lift by up to 2 metres and reduce back overhanging branches to give a clearance of the house by up to 2 metres of 1 Silver Birch tree and crown lift by up to 3 metres of 1 Willow tree
The LPA required the council's comments prior to the meeting. All Councillors were contacted by the Clerk and a response of "No objection" was submitted to ESBC. The meeting retrospectively agreed this action.		
P/2019/00806	5 St Marys Close Church Road	Reduction of lateral limbs on neighbouring side by up to 2 metres and reduce lower branches by up to 2 metres of 1 Copper Beech tree (T246 of TPO1)
No comment		
P/2019/00857	Field Grove Farm Rolleston Road	Erection of an agricultural building to house and feed livestock
No comment		
P/2019/00935	29 Twentylands	Erection of a first floor side extension and single storey rear extension (Revised Scheme)
No comment		

**PC/2019-20/4.2 Planning decisions**

**RESOLVED**

That the planning decisions set out in the agenda and supplementary agenda be noted.

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

**PRESENT**

Councillor S McManus (in the Chair)

Councillors Badcock, E McManus, Gooding, Robson, Sanderson, Stewart, Toon and Wyatt

**In attendance**

County Councillor White

3 Members of the Public

Mary Danby, Clerk

**ROLLESTONIAN OF THE YEAR**

Councillor S McManus presented John Morris with the Rollestonian of the Year Award 2019.

**PUBLIC FORUM**

No questions or comments were put to the council.

**48. APOLOGIES FOR ABSENCE**

Jacob Fowkes, Youth Representative

**49. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**50. PLANNING**

**50.1 Planning Applications**

Application No.	Address	Proposal
P/2019/00583	36 Twentylands	Erection of part two storey and single storey front and first floor side extension, pitched roof over existing flat roofed side extension
No objection		
P/2019/00653	The Old Hall, Hall Grounds	Crown raising of 2 Yew trees by 5 metres and crown raising of 1 Yew tree by 3 metres (TPO 1A)
No objection		
P/2019/00654	7 Church Road	Crown raising of 1 holly tree, 1 Horse Chestnut tree and 6 Yew trees by 5 metres (TPO 1A)
No objection		
P/2019/00671	17 Burnside	Felling of 1 Lawson Cypress tree and crown reduction by 30% of 2 Lawson Cypress trees
No objection but photographs/better information would have been useful		
P/2019/00704	Well House (formerly known as Camelot), Hall Grounds	Reduce lateral branches by 2.5 metres of 1 Cedar tree and crown reduction in height by 3 metres of 1 Conifer tree
No objection but photographs/better information would have been useful		

P/2019/00706	The Old Hall, Hall Grounds	Crown reduction by 30% and crown raising by 2 metres of 1 Cherry tree, crown raising by 5 metres and crown reduction of lowest branch by up to 2 metres of 1 Yew tree and crown raising by 5 metres of 1 Yew tree
No objection		
P/2019/00774	Rolleston Rectory, Church Road	Felling of 2 Leylandii trees
No objection		
P/2019/00785	St Mary's Close, Church Road	Reduction in height of 11 Leylandii Cypress trees and reduce overhanging branches back to boundary of 81 The Lawns
No objection		

50.2 **Planning Decisions**

**RESOLVED** That the planning decisions set out in the agenda be noted.

50.3 **Planning Appeals**

**RESOLVED** That the planning appeals set out in the agenda be noted.

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

**Supplementary Planning Document consultations**

Councillors were advised that ESBC had prepared two draft Supplementary Planning Documents (SPD) and were inviting the council's views. Supplementary Planning Documents provide guidance on key development plan policies and how they will operate.

The **Shopfronts SPD** provides advice on what important features make a good, well designed shopfront. The guidance will ensure the Borough continues to have vibrant and attractive town and local centres.

The **Separation Distance and Amenity SPD** provides advice on spacing standards for new residential developments to ensure that existing and future residents have a good level of amenity and privacy to enjoy the place where they live.

The two SPDs would be published for consultation from **Monday 24 June - Monday 05 August 2019**. The council's views were welcomed on the documents. Any representations will be considered and reported to ESBC Members with any proposed changes to the documents and, if accepted, adopted for use in determining planning applications.

**RESOLVED** That the above consultation documents be received and noted.

50.5 **Staffordshire County Council (SCC):**

**Consultation – Revised Statement of Community Involvement**

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

51. **MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 10 June 2019 be approved and signed as a true record.

52. **MATTERS ARISING**



**POLICE**

It was noted that there had been several complaints by residents of anti-social behaviour on the Elizabeth Avenue Playing Field and a plea was made that people report all incidences to the Police, as PC Parden had asked at the previous meeting.

**Minute No. 11 – Village Map**

Councillor Stewart confirmed that the Village Map had not been reinstalled as promised by Mitchells & Butlers.

**AGREED** That the Clerk chase Mitchells & Butlers for confirmation as to when the map will be installed.

**Minute No. 11 – Tractor**

It was noted that the tractor had yet to be moved from the contractor's yard. The council agreed that a deadline of end July 2019 be given for the tractor to be moved - Councillor Wyatt said he would contact the Youth representative in this matter.

**Minute No. 11 – Damaged post on Burnside**

The Clerk reported that a response was awaited from Staffordshire Highways.

**Minute 14.3(d) – John Bull Sign**

The Chair reported that the sign had been completed and was now in situ.

**Minute No. 32 Borough Councillor's Report**

The Clerk was asked to chase the contractor for the quotation to refurbish the posts and chains on the Spread Eagle Island so that an application could be made to the Councillors' Community Fund as soon as possible.

**53. COUNTY COUNCILLOR'S REPORT**

Councillor White reported that:

- Drains had been cleared and roadworks undertaken in the village. He added that three drains on Station Road had not been cleared this was because vehicles had been parked over them – the team had visited the village twice to clear any not cleared on the first visit).
- The Environment Agency had agreed to fund a large bore pipe on Beacon Road.
- The Marston Lane works were being done now.
- Shobnall Road/Forest Road, Burton on Trent will be closed from end July for six weeks.

Councillor Sanderson referred to the presence of green dye in the Brook on 06/07 July which had been reported to the Environment Agency. Councillor White said this might have been something done by Severn Trent (it would not have been done by the County Council).

**54. BOROUGH COUNCILLOR'S REPORT**

Councillor Toon reported that:

- The Brook Hollows work would now be starting in the early Spring 2020.
- She had been approached by a resident regarding the removal of dog litter bins by E.on when replacing streetlights in the village. ESBC had replaced one bin at Knowles Hill and Councillor Toon said she had taken up the need for replacement of dog litter bins to be installed throughout the village with the ESBC.

Councillor Badcock asked if a presentation could be made at a Public Meeting or at a parish council meeting to inform villagers about the Transforming the Trent Valley Project (which includes Brook Hollows) and that regular updates be provided to the council via email.

**AGREED** That the Clerk approach the relevant ESBC officer to ask if she would be willing to make a presentation and provide regular updates, as requested above.

**55. PARISH COUNCILLORS' REPORTS**

55.1 Councillor Sanderson:

- a) Subject to a formal request from the council, the Civic Trust were willing to contribute 50% of the cost of purchasing bulbs for the Spread Eagle Island.

**AGREED** That the Clerk contact the Civic Trust as requested above.

- b) Forest School Street – Japanese Knotweed was completely covering the boundary fence of a residential property

**AGREED** That the Clerk report the above to Staffordshire Highways.

- c) Grass cutting – it was noted that in the area where the Civic Trust are to plant trees the grass was not being cut according to the contract, the contract states that 1m wildlife gap should be left whereas a gap of 1.5/2m was being left uncut.

**AGREED** That this be raised with the contractor at the Contractors' Meeting.

- d) Allocation of village areas – does this need to be reviewed?

**AGREED** That this matter be an agenda item for the September meeting.

55.2 Councillor Badcock asked that suitable areas for an allotment site be investigated by the Environment Committee.

**AGREED** That the Clerk make the following enquiries of ESBC:

- a) When is the current Rolleston Allotment site lease is due to expire?
- b) When does ESBC estimate that the site will be required as an extension to the cemetery?
- c) How much notice will be given to the Allotment Association / allotment tenants when ESBC confirms that the site is required?

55.3 Councillor Wyatt reported that road signs were obstructed by vegetation on the sharp bend to Tutbury and into the village, outside the Jinny Trail and the 30mph sign.

**AGREED** That Staffordshire Highways be requested to cut back the vegetation on the sharp bend on the road to Tutbury and that the council's contractor be requested to cut back the vegetation and clean the signs at the other locations referred to above.

55.4 Councillor Gooding:

- a) Road drains on the Spread Eagle Island/Brookside had not been cleared even though vehicles had been moved.

**AGREED** That this matter be reported to Staffordshire Highways

- b) A pothole on Brookside had not been filled, even though two others had been.

**AGREED** That this matter be reported to Staffordshire Highways.

**55.5 Councillor Stewart:**

- a) The previous Clerk had given her a small village map (a copy of the one to be reinstalled on The Spread Eagle pub) and she asked if the council would like this to be laminated and displayed on the council's noticeboard at the Old Grammar School Room.

**AGREED** That the map should be laminated and displayed at the Old Grammar School Room.

- b) The Field Drive street sign had yet to be replaced by ESBC.

**AGREED** That the Clerk chase ESBC for the sign to be replaced as soon as possible.

- c) Jinny Trail: At least two metal seats are not being trimmed.

**AGREED** That this matter be added to the list for discussion at the Contractors' Meeting.

**55.6 Councillor S McManus:**

- a) A resident had complained about vegetation obstructing a footpath from Elizabeth Avenue/Beacon Road to the school – the Clerk had requested the council's contractor to undertake the necessary works.
- b) Neighbourhood Plan – initial comments had been received from the Independent Examiner and the questions were to be considered by the Neighbourhood Plan Committee.
- c) A resident had raised a complaint regarding a raised manhole cover at the top of Beacon Road – this had been reported to Staffordshire Highways

**56. ENVIRONMENT COMMITTEE**

**RESOLVED THAT:**

- a) The Committee be comprised of:  
Councillors Badcock, E McManus, S McManus, Gooding, Robson, Sanderson, Stewart and Wyatt
- b) The Committee meet bi-monthly, commencing with the following dates:  
  
Monday 12 August 2019  
Monday 02 September 2019  
Monday 04 November 2019  
Monday 06 January 2020
- c) The Committee include members of the public as well as representatives from village organisations.
- d) Councillor S McManus undertook circulate a poster inviting people to attend the meeting on 12 August.

**57. CONTRACTORS MEETING**

**RESOLVED** That the Contractors Meeting be arranged to take place at the Old Grammar School Room on Monday 12 August at 6.30pm and that the contractors be invited to attend the meeting.

**58. FINANCIAL MATTERS**

**58.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Rolleston of the Year award	BACS (paid 12/06/19)	93.52	13.50
Clerk	Reimbursement re stationery (Village Directory)	BACS (paid 17/06/19)	117.46	19.58
P Gould	Mowing contract	BACS	1,198.23	-
UK Office Direct Ltd	Stationery	BACS	93.74	15.62
Clerk	Clerk's expenses	BACS	142.60	-
Clerk	Clerk's salary	BACS	670.44	-
Staffordshire Parish Councils' Association	Chairmanship Skills training (2 no. delegates)	BACS	35.00	-
East Staffordshire Borough Council	Emptying bins (Q2)	BACS	846.02	141.00
J Deacon	Environmental Officer - £894.84 Tafflands/Craythorne Playing Field: Replacement of rotten post and 2 rails - £72.00 Craythorne Car Park: Replacement of 5 No rotten posts that form barrier to portacabin - £240.00	BACS	1,206.84	201.14
Rolleston Club	Sponsorship: Village Gala classes	BACS	50.00	-
Karin Kay	Reimbursement re bulbs for The Spread Eagle Island	BACS	38.94	6.49
iD Mobile	Clerk's mobile	DD (25/07/19)	28.76	4.79
1&1 IONOS Ltd	Website – basic monthly fee	DD	5.99	1.00
		<b>TOTALS</b>	<b>4,527.54</b>	<b>403.12</b>

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

**58.2 Bank Reconciliation as at 30 June 2019**

The Bank Reconciliation was noted.

**58.3 2019/20 Budget as at 30 June 2019**

The Budget to date was noted. The Clerk was asked to vire budgets to fill the new cost centres provided by the accounting software and to include Earmarked Reserves in future reports.

**59. ACTION POINTS**

The report was noted.

**60. ROLLESTON FOOTPATHS**

Barry Edwards had contacted the council regarding inaccuracies in the footpaths leaflet – he had previously alerted the council to the inaccuracies in December 2017, but the leaflet had not been amended.

Mr Edwards also referred to an approach he had made to the County Council asking them to adopt British Standards for footpath stiles, but they had refused to do so as their default position. A previous parish council Chair had stated in January 2018 that British Standards was the way forward and Mr Edwards sought confirmation that the Burton Conservation Volunteers (BCV) had been instructed to work to these when replacing stiles for the parish council.

Councillor Stewart had looked at the footpath leaflet and agreed that there were inaccuracies which she was willing to take the lead in rectifying.

The Clerk confirmed that the BCV had not been instructed to undertake any works as the council was still waiting for one of the landowner's permission to access their land.

Councillor Badcock felt that there would be interest from residents in sponsoring stiles and said that this could be launched as an article in the council's Rollestonian insert in the future. He also urged the council to consider if the existing stiles could be replaced with a kissing gate option.

Councillor Stewart said that Village Walks had been arranged to take place on Thursday 12 July at 7.30pm and Sunday 14 July at 10.30am.

**RESOLVED      THAT:**

- a) Councillor Stewart be authorised to take the lead on rectifying the footpaths leaflet
- b) An article seeking sponsors for stiles be included in the council's Rollestonian insert (date to be agreed)
- c) The kissing gate option to replace the existing stiles be investigated by the Clerk

**61.      CORRESPONDENCE**

**61.1      Church Road sewage issue**

A resident, who has been and continues to be in communication with Severn Trent and County Councillor White, had written providing information relating to an ongoing sewage issue on Church Road. The resident had asked that the County Councillor ensure that the drains are cleared as a priority as sanitary items had recently been discovered in the road.

County Councillor White noted that the Shotwood Close/Marston Lane drains had been jetted some time ago and sanitary items were not present in the drains.

**61.2      Environment Committee**

Bryan Chinn and Barry Edwards had both contacted the council with lists of issues for consideration by the Environment Committee.

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

61.3.1 The weekly SPCA bulletins had been forwarded to all councillors.

61.3.2 The council was reminded that the trial 6 month membership would end on 13 September and Councillors were asked to confirm if it wished to remain a member of the SPCA/NALC at a cost of £196 for the remainder of the 2019/20 financial year.

**RESOLVED**      That the council remain a member of the SPCA and that the fee of £196 for the remainder of the financial year be accepted.

**61.3.3      The Croft, Burnside**

A request had been received on behalf of residents of The Croft to temporarily place a skip on The Croft.

**RESOLVED**      That the residents be requested to contact the council directly clarifying what they want to do, when and how long for.

61.3.4 **Purchase Request – Bulbs**

Karin Kay sought reimbursement in the sum of £38.94 for the purchase of 100 no Daffodil bulbs and 100 no Crocus bulbs to be planted on the Spread Eagle island.

**RESOLVED** That the request be approved.

61.3.5 **10<sup>th</sup> Rolleston Village Gala – Monday 26 August 2019**

**Class Sponsorship**

The council was asked to consider sponsoring the Gala, either by a general donation or sponsorship of a specific class/classes.

**RESOLVED** That the council agrees to sponsor Gala classes in the sum of £50.

62. **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.

63. **DEFIBRILLATOR**

Councillors received information and costings for a defibrillator and external heated cabinet.

**RESOLVED** That Councillor Gooding would liaise with Rolleston Club to ascertain if the Committee would consider relocating the existing defibrillator if the council purchased, installed and maintained a heated outdoor cabinet.

64. **FOOTPATH BARRIER**

**RESOLVED THAT:**

- a) Installation costs be obtained from the council's contractor
- b) Confirmation as to whether permission is required to install footpath barriers and if so who from
- c) Potential sites to be identified during the Village Walks

65. **PUBLIC GALLERY**

**RESOLVED THAT:**

- a) Councillors should speak clearly and concisely so that members of public can follow discussions.
- b) The layout of the tables to be reconsidered and chairs for members of the public to be moved closer to the tables.

The meeting closed at 10.05 pm

Signed .....

Date .....

**MINUTES OF A MEETING OF THE ENVIRONMENT COMMITTEE  
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE  
ON MONDAY 12 AUGUST 2019 COMMENCING AT 7.30PM**

**PRESENT**

Councillors Badcock, Gooding, E McManus, S McManus, Robson, Sanderson, Wyatt  
Sharon Cheeseman, Karin Kay, Tom Martin, Keith Nurney, Rodney Paul, Jen Phillips and John Phillips

**EC/2019-20/1 ELECTION OF COMMITTEE CHAIR**

Councillor S McManus was elected as Environment Committee Chair

**EC/2019-20/2 APOLOGIES**

Councillor Stewart

**EC/2019-20/3 DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared

**EC/2019-20/4 INTRODUCTION AND PURPOSE**

The Chair gave an overview of the purpose and background to calling the meeting. A decision will need to be made whether this become a Parish Council committee or a village group. There will be a further meeting in September before a final decision around this will be made. Details will need to be ironed out regarding funding, voting rights and Parish Council involvement, etc.

**EC/2019-20/5 FEEDBACK FROM THE BEST KEPT VILLAGE (BKV) COMPETITION**

The Chair gave an overview of the BKV presentation and process. Discussion around whether we would be better focussing on village improvement rather than winning competitions. Decision to be made post September meeting.

**EC/2019-20/6 SCOPE OF THE ENVIRONMENT COMMITTEE**

The Chair distributed a sheet (attached) giving a diagram of how the group could operate. Discussion took place (no decisions) around marketing/planning/structure of each area.

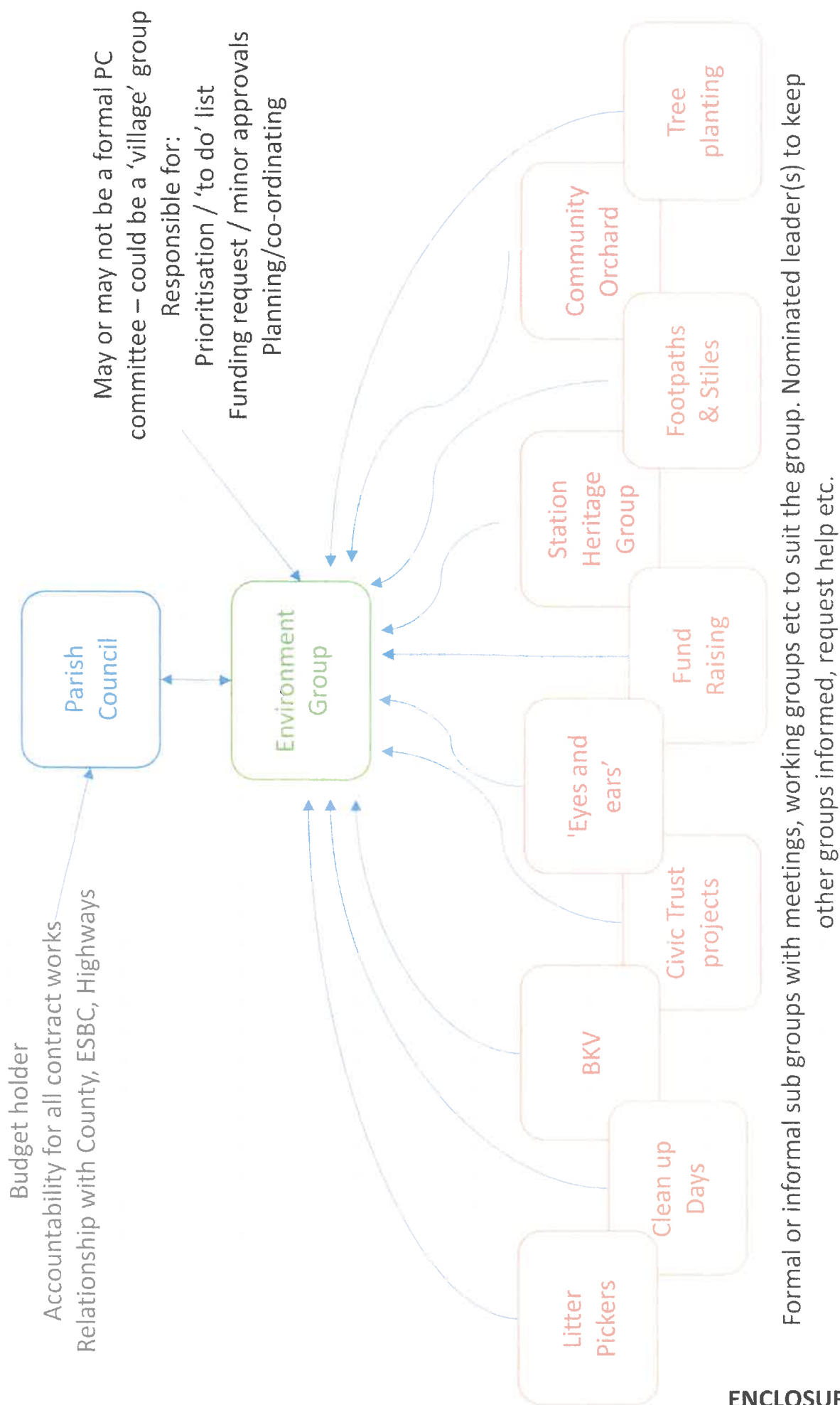
- K Nurney expressed an interest in being part of the footpaths/stiles group
- M Robson said the key is how the groups are empowered and support each other
- It was felt that environment group or committee was not a good name – all to think of alternatives
- Discussion also took place about best communication method – conclusion that further thought was needed.

**EC/2019-20/7 DISCUSSION ABOUT PROJECTS/IDEAS TO BE CONSIDERED**

The Chair circulated a list of ideas already submitted (attached).

- Everyone asked to consider ideas to add to the list
- Future meeting to prioritise the list and publish
- J Phillips raised the issue of insurance/risk assessment if we are organising working parties
- T Martin suggested creating a village map of areas already covered and focussing on the gaps rather than random ideas. Where areas were already covered any issues in those 'zones' become the responsibility of the leader of that area.

The meeting closed at 8.50pm





## Rolleston on Dove Environment Group

Project list as at

12th August 2019

Item No	Description	Who?	Type	Funding?	Cost	Priority	Scheduled
1	Most of the hedges along Church Road overhang the pavement reducing the usable width of an already narrow pavement. The hedges need cutting to line through with the wall.	Contractor or landowner?	Maintenance	Probable			No
2	Footpath 1 from Church Road to Glebe Close has weeds to both sides of the path with nettles, thistles and other weeds and looks very untidy. The weeds need removing						
3	The 1800mm wide tarmac pavement in Shotwood Close very near to its junction with Church Road has been reduced in width to 600mm by the overgrown vegetation at ground level. The height is also restricted by the overgrown adjacent trees. This overgrown vegetation needs to be removed.						
4	On the opposite side of Shotwood Close is a grassed pavement which originally had a grassed area laid to the field hedge. This grassed area has now been taken over by self-set blackthorn/hawthorn bushes making the field hedge approximately 5000mm wide. Whilst the bushes are in leaf during Spring and Summer they are not unattractive because they are so dense that you cannot see through them but when there are no leaves on them the bushes look very untidy. Also within the bushes is a very large pile of rotting grass cuttings that have been dumped which need removing as do the self-set bushes.						
5	There are a number of drains in the gutters along Church Road that are full of mud and leaves preventing rainwater entering them. One of these blocked drains, on the Tutbury side of the build out results in the formation of a large puddle. These drains need regular cleaning.						
6	There is a section of Marston Lane adjacent to the start of Footpath 7 that floods every time we are subjected to heavy rainfall. This problem is acknowledged by the provision of two road drains that run into the nearby Mill Fleam. The problem is that these drains frequently block up with mud and require regular maintenance to prevent this flooding.						
7	The grass verges along Marston Lane are very overgrown with tall weeds and look very unsightly. The aesthetics of the area would be greatly improved if the weeds were cut back.						
8	Following requests from the parish council to improve safety the County Council installed a number of bollards in the grass verge in Church Road outside numbers 17 and 21. For some unknown reason the County Council reduced the depth of the verge outside number 21. This resulted in most of the bollards becoming unstable and subsequently falling over with the county council then removing them. Church Road is busier now than when the bollards were installed therefore those bollards that have been removed need replacing and grass verge needs reinstating.						
9	At the road narrowing restriction in Church Road sometime during the past year a vehicle collided with the bollards and "humps" sign on the Tubury and Shotwood Close side. Eventually the county council replaced the "humps" sign but not the bollard on the Tutbury side. It is considered that as the bollards had reflectors built into them they were there as a safety feature and as such the missing bollard should be replaced.						
10	The pavements at the junction of Shotwood Close and Church Road are constantly covered with fallen leaves which are unsightly and slippery when wet, this situation gets significantly worse in Autumn when the acorns fall. The pavements in the village should be cleaned on a more regular basis.						
11	There are numerous large weeds growing at the back edge of the pavement along Church Road in particular by lamp posts and telegraph poles. These weeds need removing.						
12	The pavement in Church Road from Hall Road to the cemetery is very narrow and reduced even further by uncontrolled vegetation and soil spread. This pavement needs to be kept clear obstructions.						
13	There is a section of pavement in The Lawns adjacent to a tree in Brook Hollows where the roots of the tree have affected the pavement making it a serious trip hazard. This pavement needs levelling off.						
14	There is a lot of vegetation spreading on to the pavement in Burnside outside the bungalows by the brook. This area needs tidying up.						
15	The ditch that runs from Craythorne Road to the culvert at Meadow View needs cleaning out especially the section between the wood and public open space attached to the Westbury estate. The ditch is split into 2 sections one each side of the entrance into the woods from Craythorne Playing Field. The ditches are linked by a culvert which is either partially blocked or just not big enough as the water level in the 2 sections of ditch differs considerably. This culvert needs cleaning out or preferably replacing with a larger pipe.						
16	The village notice boards are examined as part of the Best Kept Village inspection. These would be significantly improved if notices were not covered by other notices.						

Item No	Description	Who?	Type	Funding?	Cost	Priority	Scheduled
17	The notice board in the car park of Craythorne Playing Field has had the plastic front cover missing for some years thereby not protecting any notices installed. This indicates neglect, the notice board needs repairing.						
18	There would be less litter strewn around if there were more litter bins provided.						
19	The public footpaths around the village would be made more accessible if the stiles were replaced with self closing gates or failing that the stiles were constructed to British Standard BS5709.						
20	There are footpath finger boards missing at Shotwood Close for Footpath 3, Dove View for footpath 6, Church Road for Footpath 1 and Cornmill Lane for Footpath 5. New finger boards need installing.						
21	The footpath sign for Footpath 5 in Marston Lane rotates on the post with the wind. It needs fixing in the correct position as it swings at head height over the stile and could easily cause injury.						
22	When the parish council were asked why they had demolished the climbing cube at Tafflands they gave an assurance that something would be put in its place to replace it, so far nothing has been proposed but a suitable piece of equipment would rejuvenate the play area.						
23	The information provided by the parish council relating to public footpaths would be greatly improved if the footpaths leaflet was more reflective of the actual.						
24	It is possible that more members of the public would attend parish council meetings and hence be more interested in parish council matters if they could hear what was being said at meetings. A suitable sound amplification system should be used at meetings.						
25	Bench, posts, bin and chains to be refurbished on Spread Eagle Island.						
26	Posts along Meadow view need treating.						
27	Tafflands sign at Meadow View needs treating.						
28	Posts/rails along Burnside and Brookside need painting.						
29	Village inventory of all furniture etc to be created.						
30	Additional bin to be installed on the Jinny trail.						
31	Footpath from Glebe close to Church road is obstructed by large weeds.						
32	Painting of commemoration bench at Tafflands is long overdue.						
33	Bench on the Croft needs washing/treating.						
34	Brook Hollows - weeds are rampant.						
35	Litter - miscellaneous.						
36	Street signs need cleaning.						
37	PC allotments on Beacon Road need a lot of attention.						
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Ms M Danby  
Rolleston-on-Dove Parish Council  
32 Hillcrest Rise  
Burntwood  
WS7 4SH

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

6 August 2019

Dear Ms Danby

**Completion of the audit for the year ended 31 March 2019**

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

***Action you are required to take***

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

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the signed off accounts need to be on the council's website but this period must be reasonable.*

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We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditreregister.org.uk](http://www.auditreregister.org.uk) under reference number C001139661.

VAT number: 839 6356 73



**ENCLOSURE 5**



***Minor scope for improvement in 2019/20***

The accounting statement at Section 2 contains the following error, which was not corrected because the value was immaterial:

A The 2017/18 closing balance (Box 7) did not add up to the opening balance plus receipts less payments because Box 7 had been restated by £22 but not the receipts and payments figures contributing to this restatement.

In future, the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

***Audit fee***

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

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

***Mazars Green Policy***

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely

**Cameron Waddell**  
Partner

# 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 the dates set for the period for the exercise of public rights, 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?	N/A	
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 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

*\*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)



## 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 on income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 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

17/04/19

Name of person who carried out the internal audit

ALAN TOPPUS-TOPPUS ASSOCIATES

Signature of person who carried out the internal audit

*Al Toppus*

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)

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

\*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

16.1

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

Chairman

Clerk



MDanby

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

Authority web address

<https://rollestonondovepc.co.uk>



## Section 2 – Accounting Statements 2018/19 for

### ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	48571	60798	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year
2. (+) Precept or Rates and Levies	45521	52216	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) 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
4. (-) 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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	50432	69605	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) 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)
8. 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 - To agree with bank reconciliation.
9. 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
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (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. N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Date

15/04/19

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

14/05/2019

as recorded in minute reference:

16.2

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

## 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

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

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

Not applicable

### 3 External auditor certificate 2018/19

We 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:

Not applicable

External Auditor Name

**Mazars LLP, Durham, DH1 5TS**

External Auditor Signature

**Mazars LLP**

Date

**2 August 2019**

\*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))

ROLLESTON ON DOVE PARISH COUNCIL

Actions Points

September 2018 - August 2019 inclusive

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
September 2018	13	Craythorne Road Playing Fields	Clerk	See May 2019.		
February 2019	8.7	Burnside railings and bridges	Clerk	The bridges and railings need some maintenance works to be undertaken and repainting is necessary.		Request made to Richard Rayson, Staffs Highways on 16/05/19. Follow-up sent 12/06/19 (copied to County Cllr White). It has since been confirmed that the bridges and railings are not SCC's responsibility and the Clerk advised the council that RPC has engaged contractors on several occasions in the past to undertake maintenance/painting of the bridges and 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.	Ongoing	SCC's PROW Team gave the Clerk the contact details for two landowners - letters were sent to them both on 23/05/19. One positive response has been received, a follow-up letter was sent to the 2nd landowner on 14/06/19 to which no response was received. The Clerk contacted the PROW Officer who also attempted to contact the landowner - no response had been received as at 27 August 2019 and the Clerk has approached the Officer for advice on how to proceed. The PROW Officer has also been asked to clarify what funding RPC can apply for to offset the costs of the proposed works.
	12.5	Village Directory	Clerk	To be printed in house and distributed with the Autumn issue of the Rollestonian.	Ongoing	Due to problems with terminating the mobile phone contract with iD Mobile, publication of the Village Directory has been delayed until the Winter issue of the Rollestonian so that the new RPC number can be included.
	17	Tractor	Jacob Fowkes	Progress to be reported to July RPC meeting.	Ongoing	Jacob was not present at the July meeting. The council gave a deadline of end July 2019 for the tractor to be moved from the contractor's yard.
	Part 2	Beacon Road Electricity Sub-station	Clerk	Lease with E.on to be completed and land registered with HM Land Registry.	Ongoing	RPC's solicitor wrote to the solicitors acting for Western Power of 12 <sup>th</sup> April asking them if they would be prepared to complete the Lease on the basis of the current unregistered title but have received not response. The Clerk has asked that Western Power's solicitors be chased for a response. This matter is now in abeyance pending 1st Registration of the land with HM Land Registry.
May 2019	Part 2, Minute 23.1	Craythorne Road Playing Field and Beacon Road site	Clerk	Decision made to engage SCC Legal Services to undertake the necessary work to secure the First Registration of the two sites in RPC's name.	Ongoing	SCC Legal Services were engaged on 16/05/19.
	30	Damaged post on Burnside	Clerk	Staffordshire Highways to be contacted again asking for a response.	Ongoing	Email sent to Richard Rayson on 12/06/19 (copied to County Cllr White). The email was passed to Trevor Mellor who was dealing with this matter. A follow-up email was sent on 12th July as no response had been received. A further follow-up email was sent on 28th August requesting a response by 3rd September.
	30	Defibrillator	Clerk	Quotations for a defibrillator and heated external cabinet were considered at the July 2019 RPC meeting. Cllr Gooding undertook to speak with Rolleston Club with a suggestion that the existing defibrillator might be relocated to an external location at the Club.	09/09/2019	Cllr Gooding to report back to the September RPC meeting.

ROLLESTON ON DOVE PARISH COUNCIL  
Actions Points  
September 2018 - August 2019 inclusive

	33.2	E.on Street Lighting Renewal Program	Clerk	Enquiries to be made to find out when the renewal program will recommence.	Ongoing	On E.on's advice, Staffordshire Highways were to be contacted for an update however as a specific location could not be provided Highways would only provide a generic email response. The Clerk therefore contacted County Cllr White via email on 12/06/19 and asked if he could assist. As at 28 August no response had been received.
	33.3	Footpath barriers	Clerk	Quotations sourced for alternative footpath barriers and these were considered at the July meeting.	09/09/2019	Quotation to be obtained for the installation of a motorcycle inhibitor style barrier. ESBC/SCC to be asked if permission is required to replace the existing barriers with an alternative version.
	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV st	Ongoing	Positive response received from one landowner, follow-up letter sent to the 2nd landowner. BCV contacted and asked if they would be able/willing to supply hardcore, Waymarkers, etc and to requote on this basis. A further report is provided in the September 2019 RPC agenda.
	Part 2, Minute 44.4	Elizabeth Avenue Playing Field and Meadow View Play Area	Clerk	Decision made to engage SCC Legal Services to undertake the necessary work to secure the First Registration of the two sites in RPC's name.	Ongoing	SCC Legal Services were engaged on 12/06/19.
	Part 2, Minute 45	Clerk's mobile	Clerk	Decision made to not renew the current contract and that a business contract be arranged for the Clerk's mobile.	Ongoing	Not actioned as at 23/06/19 as confirmation was yet to be received from the previous Clerk that the existing supplier has been advised that the contract will not be renewed and when the date that the contract will terminate. Confirmation was received on 10/08/19 that the contracted will terminate on 09/09/19. The Clerk will arrange for a new mobile/number to be active from 10/09/19 - the number will be published and circulated as widely as possible as soon as possible.

July 2019	52	Village Map	Clerk	M&B to be chased as the Village Map had not been reinstalled at The Spread Eagle as promised.	Completed	M&B installed the Village Map w/e 26/07/19. Cllrs were unhappy with the condition of the frame and glass. M&B said they will repaint the frame ASAP.
	52	Borough Councillor's Report	Clerk	The Clerk was asked to chase the contractor for the quotation to refurbish the posts and chains on the Spread Eagle Island so that an application could be made to the Councillors' Community Fund ASAP.	Completed	The quotation as received and an application made - regrettably the application was declined as the Panel felt that the works were routine maintenance which the council would undertake.
	54	Transforming the Trent Valley Project	Clerk	ESBC Officer to be invited to make a presentation to a council meeting and provide regular updates.	Completed	Julia Baker, ESBC will attend the 14/10/19 RPC meeting and she will give the requested presentation during Public Forum.
	55.1(a)	Spread Eagle Island - flower bulbs	Clerk	Civic Trust to be asked if it was willing to contribute 50% of the cost of purchasing bulbs.	Completed	The Civic Trust responded in the affirmative.
	55.1(b)	Forest School Street	Clerk	Report to be made to Staffordshire Highways that Japanese Knotweed was completely covering the boundary fence of a residential property.	Completed	This was reported on 18/07/19 via Staffs Highways online reporting tool.
	55.1(d)	Allocation of village areas to councillors	All	Cllr Sanderson queried whether the allocation of village areas should be reviewed - agreed that this matter would be an agenda item for the September 2019 council meeting.	Ongoing	Agenda item for the September RPC meeting.
	55.2	Rolleston Allotments / Cemetery	Clerk	ESBC to be asked when the current Rolleston Allotment site lease is due to expire; when does ESBC estimate that the site will be required as an extension to the cemetery; how much notice will be given to the Allotment Association / allotment tenants when ESBC confirms that the site is required?	Completed	ESBC responded saying "The current lease runs until September 2021. It is difficult to give an indication of when the cemetery will be extended, but there are no immediate plans. The lease agreement requires 12 months notice from either party."

55.3	Rolleston Lane / signage	Clerk	Cllr Wyatt reported that road signs were obstructed by vegetation on the sharp bend to Tutbury and into the village, outside the Jinny Trail and the 32mph sign.	Completed	A report was made on the Staffs Highways online reporting tool on 18/07/19 regarding the obscured road sign on the way to Tutbury. The council's contractor was requested to cut back the vegetation and clean the signs at the other locations referred to by Cllr Wyatt.
55.4(a)	Spread Eagle Island / Brookside	Clerk	Cllr Gooding reported that the road drains on the Spread Eagle Island and Brookside had not been cleared even though vehicles had been moved.	Completed	A report was made on the Staffs Highways online reporting tool on 18/07/19.
55.4(b)	Brookside	Clerk	A pothole on Brookside had not been filled, even though two others had been.	Completed	A report was made on the Staffs Highways online reporting tool on 18/07/19.
55.5(a)	Village Map - copy	Cllr Stewart	A small copy of the Village Map had been given to Cllr Stewart by the previous Clerk - did the council want this laminated and displayed at the OGSR?	Ongoing	Agreed that the map should be laminated and displayed at OGSR.
55.5(b)	Field Drive - street name sign	Clerk	ESBC had yet to replace the street name sign.	Completed	ESBC were chased for the sign to be repaired as soon as possible. They responded saying "Sorry there is a delay on this one. Cadent (Gas company) have raised a concern over the location of the SNP. Our contractor is still awaiting their report."
55.5(c)	Jinny Trail	Contractor	At least two metal seats are not being trimmed.	Completed	This matter to be added to the list for discussion at the Contractors Meeting.
57	Contractors Meeting	All	Contractor Meetings to be arranged for 12/08/19 at the OGSR.	Completed	The meetings took place
58.3	2019/20 Budget	Clerk	The Clerk was asked to vire budgets to fill the new cost centres provided by the accounting software and to include Earmarked Reserves in future reports.	Ongoing	This will be completed ASAP. A summary budget report will be published until the new report is ready.
60	Rolleston Footpaths	Cllr Stewart / Clerk	Barry Edwards reported inaccuracies in the footpaths leaflet he had previously reported to the council in December 2017 and queried whether the replacement stiles would be to British Standards (he had previously raised this in January 2018).	Ongoing	Cllr Stewart was authorised to take the lead on rectifying the footpaths leaflet. The Clerk was requested to investigate a kissing gate option to replace the existing stiles. An article was to be included in the council's Rollestonian insert (date to be agreed) seeking sponsors for stiles.
61.3.2	Staffordshire Parish Councils' Assn	Clerk	The council agreed to remain a member of the SPCA and that the fee of £196 for the remainder of the financial year be accepted.	Completed	SPCA were advised of the decision and they will invoice the council for the membership fee in due course.
61.3.3	The Croft, Burnside	Clerk	A request had been received on behalf of the residents of The Croft to temporarily place a skip on The Croft.	Completed	The residents were to be advised to contact the council directly clarifying what they want to do, when and how long for.

TO BE ACTIONED BY OTHER AGENCIES/LOCAL AUTHORITIES

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