



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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Our Ref: MD

02 December 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 December 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.

POLICE

Report by the Police Officer/PCSO covering the village.

- 1. TO RECEIVE APOLOGIES**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 3. PLANNING MATTERS**
 - 3.1 Planning applications**

Planning Application No.	Address	Proposal
P/2019/01324	22 Alderbrook Close	Retention of playhouse in rear garden and fencing
P/2019/01370	Hilltop, South Hill	Overall crown reduction by 30% of 1 Walnut tree, 1 Sycamore tree, 1 Holly tree and 1 Hawthorn tree and removal of a single limb of 1 Hawthorn tree (TPO 24)

3.2 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2019/00954	Netherfield Grange, 175 Station Road	Change of Use of land for riding of horses and formation of a ménage for private use
Permitted		

4. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 NOVEMBER 2019 (ENCLOSURE NO. 1)
5. TO CONSIDER MATTERS ARISING FROM THE PREVIOUS MEETING
6. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
7. TO RECEIVE A REPORT FROM THE BOROUGH COUNCILLOR
8. TO RECEIVE REPORTS FROM PARISH COUNCILLORS
9. TO CONSIDER FINANCIAL MATTERS

9.1 Schedule of payments (as at 29 November 2019)

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: <ul style="list-style-type: none"> Replacement portable hard drive (laptop back-up) £43.38 Stationery £47.80 	BACS (Paid 13/11/19)	91.18	15.20
EE Ltd	Council mobile	DD (Paid 19/11/19)	24.00	4.00
Rolleston Club	Installation and fixture of Defibrillator to outside wall of Rolleston Club	BACS	100.00	-
Barnett Tree Services	Tree works at public footpath between Meadow View and Station Road (reduction of large Birch tree)	BACS	335.00	-
1&1 IONOS	RPC Website: Monthly fee	DD (Paid 29/11/19)	5.99	1.00
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary and expenses	BACS	775.81	10.81
HMRC	NI/PAYE (3 rd quarter)	BACS	623.76	-
Ladywell Accountancy Services	PAYE <ul style="list-style-type: none"> Year 2018/19 Liaison with HMRC and year end filing £20.00 Year 2019/20 Operation and RTI filing £75.00 	BACS	95.00	-
Painted Projects	Updating of Honours Board	BACS	160.00	-
P A Martin	Christmas Tree (Almshouses)	Chq. No. 2876	190.00	-
PEAC (UK) Ltd	<ul style="list-style-type: none"> Photocopier rental (Qtrly) £210.74 Annual Service Fee £60.00 	DD (Paid 03/12/19)	270.74	45.12
		TOTAL	3,869.71	76.13

9.2 Bank Reconciliation as at 30 November 2019

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01/04/18	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	PLUS Income	71,449.61	5,255.56	76,705.17
	LESS Expenditure	(49,450.46)	(2,000.00)	(51,450.46)
		35,291.38	56,336.71	91,628.09
30/11/19	Bank Statement	35,291.38	56,336.71	91,628.09

10. 2019/20 BUDGET AS AT 30 NOVEMBER 2019 AND DRAFT 2020/21 BUDGET (ENCLOSURE NO. 2)

The council is requested to receive the budget report and to consider its needs and potential projects for the 2020/21 financial year so that the budget can be prepared for approval at the January 2020 meeting (the Precept must be declared at the January 2020 meeting at the latest).

11. ACTION POINTS (ENCLOSURE NO. 3)

12. COLLEGE FIELDS: S106 AGREEMENT

To receive a verbal report on a meeting with an ESBC Planning Officer.

13. WEBSITE ACCESSIBILITY STATEMENT (DRAFT) (Minute No. 122.1 refers) (ENCLOSURE NO. 4)

14. ROLLESTON VILLAGE FOOTPATHS LEAFLET (Minute No. 123 refers)

15. VILLAGE MAP (Minute No. 124 refers)

16. CORRESPONDENCE

16.1 Staffordshire Parish Councils' Association (SPCA)

The weekly SPCA Bulletins have been forwarded to all councillors.

16.2 Station Road: Surface water flooding

Two residents have contacted the council as several of their neighbours are having flood doors fitted and they wanted to know how they could apply for contributory funding to enable them to fit flood doors at their properties. The Clerk explained that the residents had not accessed funding from the parish council and suggested that they contact the Environment Agency.

16.3 Rolleston Community Day: 13 June 2020

The Friends of John of Rolleston Primary School have requested permission to use the Elizabeth Avenue playing fields as a car park for the Rolleston Community Day on 13 June 2020.

16.4 Rolleston Almshouse

The Almshouse Trustees have sanctioned some work at the rear of 6 Burnside at the request of the resident there who found the rear path across her garden a little steep and uneven. John Deacon has agreed to dig out the old path and provide a 3 feet wide new path with a lower gradient. Mr Deacon says that to do the work he will need to bring his mini digger and a trailer from the Spread Eagle car park across The Croft. He does not anticipate causing significant damage to the Croft and proposes to carry out the work when conditions are better than at present, but hopefully before Christmas.

The Parish Council's consent is sought for Mr Deacon to access Almshouse land via the Croft, occasioning as little damage as possible.

16.5 **Footpaths**

Barry Edwards has contacted the council:

Could I ask the parish council to ensure the network of footpaths around the village are kept in a reasonable condition. Any Councillor who uses these footpaths will know that there is a section of Footpath 4 on Shotwood track that is always under water in the winter months and on Footpath 5 to negotiate the last stile before Marston Lane one has to walk through at least a foot deep water which is quite dangerous. I know that we have had a lot of rain in the recent past but it is simple enough to raise the ground level in these two locations. For clarity I am not suggesting that these two locations are the only areas needing work but these are the paths I use every day whilst walking my dogs.

Could I also ask if the parish council has planted, or has plans to plant, a tree to replace the Silver Birch that you recently removed from Shotwood Close Public Open Space.

17. **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.

- 18. **APPLICATION FOR CO-OPTION ONTO THE COUNCIL** (previously circulated to all Councillors)
- 19. **FOOTPATHS (ENCLOSURE NO. 5 – COUNCILLORS ONLY)**
- 20. **PROPERTY LEVEL FLOOD RESILIENCE (Minute No. 126 refers) (ENCLOSURE NO. 6 – COUNCILLORS ONLY)**
- 21. **QUOTATIONS (ENCLOSURE NO. 7 – COUNCILLORS ONLY)**
- 22. **BEACON ROAD ALLOTMENTS (ENCLOSURE NO. 8 – COUNCILLORS ONLY)**

MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 11 NOVEMBER 2019 COMMENCING AT 7.30 PM

PRESENT

Councillor Stewart (in the Chair)

Councillors Badcock, Gooding, E McManus (from 9.15pm), S McManus (from 9.15pm), Robson, Sanderson, Toon (from 9.20pm) and Wyatt

In attendance

2 Members of the Public

Mary Danby, Clerk

PUBLIC FORUM

Mr Baker reported that tree branches were overhanging the platform at the Station and these needed to be looked at. He said he was happy to meet with the tree surgeon on site.

AGREED That the tree surgeon be requested to meet with Mr Baker on site and to quote for the works to deal with the overhanging branches.

POLICE

PCSO Evans had advised that he was unable to attend the meeting and he had provided a written report which was circulated at the meeting.

109. APOLOGIES FOR ABSENCE

County Councillor White

110. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Stewart declared a non-pecuniary interest in Planning Application No. P/2019/01212 as she lives near the applicant.

111. PLANNING

111.1 Planning Applications

Application No.	Address	Proposal
P/2019/01119 No objection	Cherry Tree, Shotwood Close	Erection of a single storey rear extension and replacement of all existing windows
P/2019/01212 No objection	The Copper Beech, South Hill	Crown lift in height of 1 Copper Beech tree to give 4.3 metre clearance and partial crown reduction of 1 metre in spread to clear phone lines (TPO 24)
P/2019/01316 No objection	23 Beacon Road	Erection of a single storey side and rear extension, raising of roof to existing side extension and alterations to and additional windows
P/2019/01356 No objection	Well House, Hall Grounds	Overall crown reduction by up to 1 metre of 1 Cedar tree

111.2 Planning Decisions

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

111.3 East Staffordshire Borough Council (ESBC):

Local Validation Checklist – 2019 Review

ESBC had carried out a review of the local validation requirements on which they invited the council's views.

RESOLVED That the above document be noted.

112. MINUTES

RESOLVED That the Minutes of the Council meeting held on 14 October 2019 be approved and signed as a true record.

113. MATTERS ARISING

Public Forum re Jitty from Dodslow Avenue – Beacon Road

The Clerk reported that ESBC had said that the jitty is Trent & Dove's responsibility not theirs. Trent & Dove had been approached and they had checked the jitty for the reported hedge cuttings but these had been removed, they also said that they were checking to confirm the identity of the legal owner of the area in question before commenting on the request for the barrier to be removed.

Minute No. 92

Councillor Wyatt reported that the vegetation around the 40mph sign had now been cleared.

Minute No. 95.4

Councillor Robson reported that the grass on the verge between the Brookside footbridges needs to be strimmed back to the kerb.

AGREED That the contractor be requested to strim the grass as set out above.

Minute 95.6

Councillor Gooding reported that the road sweeper had not cleaned Brookside and he requested that ESBC be asked to clean the road every week as it was very dirty due to the frequent flooding being experienced.

AGREED That ESBC be requested to clean the road, as set out above.

Minute No. 104

Rolleston Footpath No. 5

At the Clerk's request, Councillor Badcock had assisted in obtaining the written permission of the three landowners over which the footpath runs. Councillor Badcock was thanked for his assistance.

Councillor Gooding asked why the cost should fall to the parish council to replace stiles etc. Why does the County Council does not carry out its statutory obligations regarding the maintenance of public footpaths? Councillors responded saying that the County Council had re-evaluated all the County's footpaths and all of those in Rolleston were now classed as Category C (as set out in the Rights of Way Charter).

The Clerk reported that she had been asked to provide a report to the next meeting outlining the scope of works to be done, costs and timescales for Footpath Nos. 2, 3, 4, 5 and 18.

Minute No. 107(a)

AGREED That the text be amended to read "The resident be advised that a contribution not exceeding £1,000 was agreed subject to proof of purchase being provided to the council (funded from the Environment Agency Earmarked Reserve)."

114. COUNTY COUNCILLOR'S REPORT

Councillor White was unable to attend the meeting and he had provided an update via email:

"Due to purdah, there are very few announcements from the County Council, but I can confirm that work continues on the flood prevention works for the village. While there were areas of roadside flooding, it is notable that following the works that have already been completed on Craythorne Road despite a huge volume of rain two weekends ago there was no threat to the properties on Station Road. I will provide an update on this project at the next Parish Council meeting.

I am aware of the erosion of the bank opposite 18 Brookside and I am working on this issue."

Councillors asked that it be noted that on Station Road it was felt that whilst this was the case on this occasion it does not mean that will not be a threat in the future. The flood threat was therefore still there for those properties.

It was also noted that:

▪ **Several drains around the village were full which needed to be cleared:**

The last two drains in Burnside, on the same side as the brook, before the junction of Burnside with Church Road/Station Road appear to be blocked. It has been argued in the past that this is when the brook level is too high, but the other drains on Burnside work OK when the brook is in flood. We cleared the leaves, and they drained away, the last two do not.

▪ **A section of Beacon Road between two drains had flooded recently, presumably due to one drain needing to be cleared:**

The council knows that water runs out of the open ditches on to the road, in Craythorne Road, at its junction with Beacon Road. This water flows downhill along Beacon Road and floods the area by the school and the butchers (School Lane/ Chapel Lane junction). On 09 November the water was NOT running off Craythorne and School Lane was NOT flooded, but water was coming up out the drain about 200 yards along Beacon Road, flowing along the road, then going down the next drain. It is assumed there must be a blockage between these two drains.

▪ **The road outside Starbucks and at the bottom of Anslow Lane had flooded on the morning 11 November:**

It appears this water is coming up out of drains rather than running off the fields by Anslow Lane.

RESOLVED THAT:

- a) The above information be passed to Councillor White and the Environment Agency for information and investigation.
- b) Councillor White be asked to support the Community Paths Initiative funding application when this is submitted in December/January.

115. BOROUGH COUNCILLOR'S REPORT

No report was available.

116. PARISH COUNCILLORS' REPORTS

- 116.1 Councillor Badcock referred to the Dodslo Avenue jitty where a section of hedge was now c12' high and needs to be cut down to an appropriate height.

AGREED That Trent & Dove be asked to address the above issue.

He also noted that the manhole cover on Church Road was raised and dirty water was flowing out of it; it also reported that an inspection cover on the right hand side of the road was missing.
AGREED That the above issues be reported to Staffordshire Highways.

- 116.2 Councillor Sanderson asked that all Councillors look at the planters when they are in the village and they deadhead the plants and remove any tree leaves to prolong the life of the plants.

He also reported that the buildings were still intact on site of the proposed petting farm (which had not been permitted) and these should have been demolished. He had noted that there was a vehicle on the site and c15 pallets of building materials could be seen.

AGREED That the Planning Enforcement Officer be requested to visit the site.

He reported that water was coming off the field on the bend near the Dovecliff Hotel entrance (opposite the Blue Cross site) – this causes a road safety issue in winter as the water freezes over. The Blue Cross had previously indicated that they would undertake drainage works – the Clerk was asked to contact the Blue Cross for an update on those works.

- 116.3 Councillor Robson reported that he had completed a Year End update on the Jubilee Orchard which would be uploaded to the website in due course.

He noted that the Environment Group had changed its name to Care for Rolleston and he wondered if the group's scope might include helping vulnerable individuals in the village by completing minor tasks/works for them.

- 116.4 Councillor Gooding reported that the defibrillator cabinet had been installed on the external wall of the Club and it had been commissioned and was fully operational. The Clerk, at the Club's request, had registered the defibrillator with the West Midlands Ambulance Service. He asked that the new location and its 24/7 availability be publicised on the council's website and Facebook page.

The Clerk noted that the defibrillator had been bought by the Club using funding from the then County Councillor, the defibrillator did not therefore belong to the council which explained why it had not been included on the council's Asset Register. The Clerk was asked to search the council's Minutes to confirm this information. It was noted that the relocation of the defibrillator had been done at the council's request and it was agreed that the council would reimburse the Club for the installation fee (c£75).

- 116.5 Councillor Wyatt noted that the signs and bollards at the junction of Station Road/Burnside and opposite the Co-op needed to be cleaned – the Contractor was to be asked to undertake this work.

117. FINANCIAL MATTERS

117.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD (Paid 19/10/19)	24.00	4.00
Barnett Tree Services	Tree works at Shotwood Close POS and The Croft (Millennium Oak)	BACS	800.00	-
C Baker	Contribution to software costs re Village Footpaths Leaflet and Village Map	Chq. No. 2875	100.00	-
Freeola	Village website (quarterly charge)	DD (Paid 08/11/19)	13.86	2.31

1&1 IONOS	RPC Website: Monthly fee	DD (Paid 07/11/19)	5.99	1.00
P Gould	Mowing contract	BACS	1,198.23	-
Clerk	Clerk's salary and expenses	BACS	738.63	0.17
P Gould	<ul style="list-style-type: none"> ▪ Weedkiller application (Beacon Road and Jinny Trail): £40.00 ▪ Mowing Shotwood Close POS 10 April – 16 September 2019: £300.00 	BACS	340.00	-
J Deacon	<ul style="list-style-type: none"> ▪ Environmental Officer £894.84 ▪ Craythorne Car Park £768.00 	BACS	1,662.84	277.14
Woodside Nurseries	Planters: Winter planting	BACS	275.00	-
The Royal British Legion	Remembrance Wreath	BACS	17.00	-
		TOTAL	5,175.55	284.62

RESOLVED That the above payments be approved.

117.2 Bank Reconciliation as at 31 October 2019

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01/04/18	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	PLUS Income	71,184.03	2,664.00	73,848.03
	LESS Expenditure	(39,895.22)	(2,000.00)	(41,895.22)
		44,581.04	53,745.15	98,326.19
31/10/19	Bank Statement	44,581.04	53,745.15	98,326.19

RESOLVED That the above was a true record.

118. INTERIM INTERNAL AUDIT

The Internal Auditor had completed the Interim Internal Audit on 16 October 2019. He said that he was very pleased with the condition of the accounting records and the overall governance of the council's business. He asked that two minor changes be implemented as soon as possible:

1. Please include the Bank reconciliation statements in the Minutes. This is for security and transparency and is usual in most councils.
2. Please ask the two councillors who sign off the invoices for payment to date and sign the sheet containing the invoices for approval as per your Financial Regulations (Section 6.5)

The Internal Auditor said that these are requirements in the council's Financial Regulations and can therefore be checked by the External Auditor.

The Clerk informed the council that she had implemented the requested minor changes:

- The October Minutes include the September Bank reconciliation
- The cover sheet detailing the invoices for payment has been amended to include spaces for signature and dating by those councillors agreeing that the invoices and payments agree

RESOLVED That the Internal Auditor's recommendations and the Clerk's actions in implementing those recommendations be noted.

119. 2019/20 BUDGET AS AT 31 OCTOBER 2019 AND DRAFT 2020/21 BUDGET

RESOLVED THAT:

- a) The Budget to date was noted.
- b) Councillors consider items and potential projects to be included in the 2020/21 budget, e.g. trees, Craythorne fence, stiles, Burnside fencing, sign cleaning, ditches/drains, recycling bins together with their likely costs for consideration at the next meeting.
- c) The Precept level to be considered at the next meeting by which time ESBC should have notified the tax base level and whether the Council Tax Support Grant would be paid next year.

120. ACTION POINTS

Burnside railings and bridges

Councillor S McManus suggested that an expert review of the condition and works required was necessary so that the work could be properly budgeted for and timescales agreed.

121. COLLEGE FIELDS: S106 AGREEMENT

The Clerk informed the council that ESBC had responded saying that no payments relating to application P/2012/00636 for any section 106 sums due had been received.

RESOLVED That a meeting be requested with the ESBC's Planning Solicitor and/or Planning Support and Local Land Charges Manager to discuss how payment of the s106 sums due will be progressed and whether it is possible to change the detail of how the Sport England funds can be used.

122. CORRESPONDENCE

122.1 Staffordshire Parish Councils' Association (SPCA)

The weekly SPCA Bulletins had been forwarded to all councillors. It was noted that advice had been given regarding the need for an accessibility statement to be published on the website.

RESOLVED That this be an agenda item for the next meeting.

122.2 Church Road: Drains

Barry Edwards had contacted the council regarding water surcharging out of a gulley and a manhole on Saturday 26 October and asked if the council could help in resolving this issue. Mr Edwards also contacted the council separately reporting that the manhole cover had lifted by 60mm. The Clerk had reported these issues to Staffordshire Highways.

122.3 Church Road: Overgrown hedge

A resident reported that an overgrown hedge at a private residence on Church Road was obstructing the footpath, making it difficult to negotiate safely at night. A letter had been sent to the householder asking them to consider cutting the hedge.

122.4 Rolleston Footpath No. 5: Electric Fence

Several residents reported that an electric fence had been erected on 17 October which was blocking the footpath through to Tutbury. The landowner was contacted on 18 October asking them to liaise with their tenant to relocate the electric fence to enable walkers to use the footpath. The council was notified on 21 October that the fence had been repositioned.

122.5 National Community Energy Campaign

RESOLVED That the campaign was not applicable to the council and therefore the request to pass a motion in support of the Local Electricity Bill was declined.

122.6 Staffordshire Parish Councils' Association (SPCA): Annual General Meeting

Notice had been received of the SPCA's AGM which will be held on Monday 02 December 2019.
RESOLVED That the Clerk represent the council at the SPCA AGM.

123. ROLLESTON VILLAGE FOOTPATHS LEAFLET (REVISED)

Councillors were informed that all the points raised on the previous draft leaflet had been incorporated. Mr Baker was asked if the text could be only left justified, rather than fully justified to avoid words being hyphenated. Mr Baker said that he would make the requested amendment. The final draft version would be circulated to all councillors prior to going to print.

RESOLVED THAT:

- a) The Village Footpath leaflet be approved subject to the above minor amendment.
- b) The leaflet be put to Barry Edwards and Rolleston Civic Trust for review prior to going to print.
- c) Mr Baker be praised and thanked for his work.

124. VILLAGE MAP

Councillors reviewed the draft revised Village Map which had been amended to incorporate points raised on the previous version, they asked that consideration be given to the layout of photos and identification of play areas, important buildings, etc. The final draft version would be circulated to all councillors prior to going to print.

RESOLVED THAT:

- a) The Village Map be approved subject to the above minor amendments.
- b) Mr Baker's offer to approach Bretby Signs for a quotation to supply a frame for the Village Map (to be the same size as the existing frame but using safety glass/Perspex to meet current safety standards) be accepted.

125. 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.

126. PROPERTY LEVEL FLOOD RESILIENCE

RESOLVED That quotations be sought for:

- 2 No. sand bins
- Post mounted signs warning of road closed due to flooding
- Drain clearing sticks/rods
- Hi viz jackets

127. QUOTATIONS

RESOLVED THAT:

- a) **Brookside/Shotwood Close: Tree works**
Deferred to enable comparative quotations to be sought for consideration at the next meeting.
- b) **Elizabeth Avenue: ¼ pipe ramp**
John Deacon's quotation in the sum of £48 plus VAT to re-fix the ramp be accepted.

128. ADAPTING A TRACTOR FOR CHILDREN'S PLAY
RESOLVED THAT:

- a) TREATS be commissioned at a fee of £100 to undertake the works as set out by RoSPA PlaySafety Ltd.
- b) The council will provide the safer surfacing on which the tractor will be installed (location to be agreed).
- c) RoSPA PlaySafety Ltd's fee of £395 plus VAT to undertake a post installation inspection be accepted.

129. SHOTWOOD CLOSE: BOLLARDS

RESOLVED That the bollards be left in situ until such time as a utility company may need to remove them for works on the footpath, at which time the council will relocate the bollards to the 1.8m demarcation line on completion of those works, as agreed with Staffordshire Highways.

130. CRAYTHORNE PLAYING FIELD
RESOLVED THAT:

- a) The reported damage be noted and the Chair's action in instructing the contractor to undertake the necessary repair at a cost of c£100 be retrospectively agreed.
- b) Consideration be given to repairing the section of fencing from the stile.
- c) The Chair's offer to investigate potential funding sources to replace the fencing in its entirety be accepted.

The meeting closed at 9.37 pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL

2019/20 BUDGET AS AT 30 NOVEMBER 2019 AND DRAFT 2020/21 BUDGET

Nominal Code	Description	2019/20 Budget £	Actual to 30/11/2019 £	Draft Budget 2020/21 £
100	Income			
1076	Precept	60,049	60,049	61,326
1090	Interest Received	15	18	27
1100	Grants & Donations Received	-	2,150	-
1110	Council Tax Support Grant	1,665	1,665	1,665
1200	Garden rents		125	125
1220	Allotment rents	-	6	15
1230	Beacon Road Substation Lease	-	120	30
1250	Football pitch fees	-	525	360
1999	Other income	-	4,806	-
	Income	61,729	69,463	63,548

Precept maintains Band D Council Tax at 2019/20 level, i.e. £43.99

Nominal Code	Description	2019/20 Budget £	Actual to 30/11/2019 £	Draft Budget 2020/21 £
200	Administration			
4000	Staff salary	10,308	6,495	10,725
4020	Employer's National Insurance	232	116	252
4030	Payroll Services	-	95	78
4050	Use of Home as Office	102	65	108
4100	Insurance	3,051	3,051	3,200
4110	Audit Fees	406	406	515
4120	Photocopier: Rental/Maint.	790	393	745
4121	Photocopier: Copy charge	698	631	550
4125	Stationery	325	324	200
4127	Village Directory	173	173	150
4130	Postage	50	50	50
4140	Council mobile	243	184	240
4150	Subscriptions	384	384	500
4160	Training	362	362	140
4170	Election expenses	116	116	-
4190	Mileage expenses	435	395	400
4195	Parking fees	15	9	12
4200	Play areas	5,000	339	5,000
4210	RPC Website	94	57	100
4211	Village website	45	34	45
4220	IT/Software	191	191	250
4230	s.137 Expenditure	50	50	100
4240	Mowing	15,524	9,926	16,000
4250	Bin emptying	2,820	2,115	3,000
4260	Trees	2,780	1,700	2,000
4270	Environmental Contract	11,686	7,716	12,000
4320	Capital expenditure	800	453	400
4330	Other administration	1,577	295	2,000
4999	Contingency	2,500	2,304	5,000
	Expenditure	60,757	38,587	63,760
	TOTAL EXPENDITURE	60,757	38,587	63,760
	TOTAL INCOME	61,729	69,463	63,548
	NET INCOME OVER EXPENDITURE	972	30,876	- 212

Coding	Description	Opening Funds £	Actual to 30/11/2019 £	Remaining Funds £
Earmarked Reserves				
4400/320	BKV/Environ improvements	10,000	1,315	8,686
4410/321	EA funding	24,372	6,258	18,114
4420/322	Brook Hollows	10,000	-	10,000
4430/323	Bus Shelter - Knowles Hill	8,026	-	8,026
4440/323	Craythorne fence & car park		-	
4450/323	Jubilee Orchard tree removal		-	
4460/323	Noticeboard - Knowles Hill		-	
4470/324	Shotwood Close POS	1,000	350	650
	TOTAL	53,398	7,923	45,476

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
February 2019	8.7	Burnside railings and bridges	Clerk	The bridges and railings need some maintenance works to be undertaken and repainting is necessary.	Ongoing	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. At its meeting on 14/05/19, Minute No. 24 the council RESOLVED THAT: a) Following receipt of information from the council's historical records which confirms that the parish council had commissioned and paid for maintenance/painting works on the Burnside and Brookside railings in the past, the council accepts responsibility for maintaining the railings going forward. b) Given that the maintenance works will require a significant financial commitment it was agreed that the works be broken into smaller sections and that the first section would be the railings around the John Bull sign on the Spread Eagle Island. Councillor Stewart would provide photographs of the work required on this section for discussion by the council.
	Part 2 (March 2019)	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 on 12/04/19 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		Ongoing	SCC Legal Services were engaged on 16/05/19. Further information has been provided to enable a Witness Statement to be drafted for swearing by Cllr Toon. The Statement of Truth and ID forms were signed by Cllr Toon and Legal Services have submitted the applications to HM Land Registry.
June 2019	30	Damaged post on Burnside	Clerk		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 28/08/19 requesting a response by 03/09/19. Trevor Mellor, Staffs Highways responded on 12/09/19 "Sorry that this has taken so long to deal with as SCC still say that this fence is not ours to maintain. A job has been raised to make repairs to the damaged fence in Burnside. Thank you for the info and the incident number this has now been forwarded to our partners to hopefully schedule these works and to recharge the costs to the drivers insurance. Unfortunately I can not give a date to when this work will be carried out."

Month	Minute Ref	Action	Responsibility	Comments	Deadline	Status
June 2019	33.3	Footpath barriers	Clerk	Quotations sourced for alternative footpath barriers. Councillors were informed at the October meeting that the Clerk understood that the jitty was the responsibility of ESBC.	Ongoing	ESBC have advised that the land is not in its ownership, suggested that Trent & Dove are the landowners. Trent & Dove are checking to ascertain if they are the landowners.
June 2019	36	Footpaths and stiles	Clerk	Replacement stiles, footpath works - identified in BCV survey report	Ongoing	All landowners have given permission to access their land to undertake the identified works. Clerk to table a report to the December 2019 RPC meeting setting out the scope of works, timescale and costs.
June 2019	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	RPC has raised a query with SCC regarding the site boundary on the roadside of the Meadow View site - Highways show an uneven boundary on their Asset Register. RPC has requested that the boundary be revised so that the whole of site to the roadside is in RPC's ownership. The Elizabeth Avenue Playing Field application has been submitted to HM Land Registry.
September 2019	77(d)	Exploration of a new allotment site	All	Added to Action Points list	Ongoing	
October 2019	100(a)	Tractor			Ongoing	TREATS have agreed to undertake the works, John Deacon requested to liaise with TREATS re transport of tractor to the National Brewery Centre where the works will be undertaken. Play Safety Ltd's to undertake a post installation inspection (£395 plus VAT). RPC to identify tractor location and to install safer surfacing prior to installation.
November 2019	121	College Fields s106 Agreement		Meeting to be requested with ESBC to discuss how payment of the s106 funds due will be progressed and whether it is possible to change the detail of how the Sport England funds can be used.	Completed	Meeting arranged for Cllrs S McManus and Gooding to meet with Kerry Challoner, ESBC Planning Officer.
	122.1	Website Accessibility Statement		The council needs to publish an accessibility statement on its website	Ongoing	Agenda item for December meeting
	123	Village Footpaths Leaflet		Final version to be approved	Ongoing	Agenda item for December meeting
	124	Village Map		Final version to be approved	Ongoing	Agenda item for December meeting.
	126 (Part 2)	Property Level Flood Resilience		Quotations to be sourced	Completed	Agenda item for December meeting.
	127 (Part 2)	Quotations		Comparative quotes for tree works to be sourced	Completed	Agenda item for December meeting.
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		

ROLLESTON ON DOVE PARISH COUNCIL
09 DECEMBER 2019

AGENDA ITEM NO. 13
WEBSITE ACCESSIBILITY STATEMENT (DRAFT)
(Minute No. 122.1 refers)

The following draft Statement is based on a template which can be found at:

<https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website>

Accessibility Statement

1. Introduction

The Parish Council is required to have a website accessible for all users and a Website Accessibility Statement by the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018, which came into force in September 2018.

2. Using this website

This website is run by Rolleston on Dove Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

3. What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email: xxx
- call: xxx

We'll consider your request and get back to you in within xx days.

4. Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact: xxx – email: xxx or telephone: xxx.

5. Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

6. Technical information about this website's accessibility

Rolleston on Dove Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

7. Disproportionate burden

None identified to date.

8. Content that's not within the scope of the accessibility regulations

None identified to date.

9. How we tested this website

This website was last tested on xxxxx. The test was carried out in house by Rolleston on Dove Parish Council.

We sampled pages from each of the main headings on the home page.

We tested:

- Our main website platform, available at <http://www.rollestondovepc.co.uk/>