



Rolleston on Dove Parish Council

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

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Our Ref: MD

03 October 2022

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 10 October 2022** 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. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2022/00832	Land off Craythorne Road	Erection of bungalow and garage and associated highway works
P/2022/00975	Highbank 11 Church Road	Internal refurbishment, window and door replacement and replacement of glazed monopitch roof to a flat roof and formation of balcony to the flat roof
P/2022/01132	Brook Bank 21 Station Road	The erection of a garden shed

4. To consider the Minutes of the meeting held on 27 September 2022 (Enclosure 1 – to follow)
5. Matters arising from the previous meeting
6. County Councillor's report
7. Borough Councillor's report
8. Parish Councillors' reports
9. Youth Representative's report
10. Financial matters
- 10.1 Schedule of payments as at 03 October 2022

Payee	Description	Payment Method	Gross £	VAT £
Karin Kay	Reimbursement: Spread Eagle Island - bulbs/seeds	BACS (paid 29/09/22)	6.44	0.00
Manor Park Nurseries	Compost	BACS	24.00	4.00
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
P Gould	Mowing contract £1,171.07 Strim Brook bank £65.00	BACS	1,236.07	0.00
Clerk	Salary and expenses	BACS	1,162.46	0.00
		TOTAL	2,434.96	5.00

10.2 Bank reconciliation as at 30 September 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	PLUS Income	105,353.56	2,921.96	108,275.52
	LESS Expenditure	39,484.31	-	39,484.31
30 September 2022	Bank Statement	74,443.41	103,620.18	178,063.59

10.3 Earmarked Reserves as at 30 September 2022

	Opening funds 01/04/2022 £	Movement in funds to date £	Available funds as at 30/09/2022 £
Environmental improvements	3,111.39	(304.00)	2,807.39
Brook Hollows	50,000.00	0.00	50,000.00
Play areas	3,642.00	0.00	3,642.00
Andy Starbuck seat	351.00	(351.00)	0.00
s106 College Fields	0.00	11,753.25	11,753.25
Total	57,104.39	11,098.25	68,202.64

11. Receipts/payments to 30 September 2022 (Enclosure 2)
12. ESBC: Draft Housing Choice Supplementary Planning Document (SPD) (deferred from the previous meeting)
13. Staffordshire County Council: Climate Change Fund (deferred from the previous meeting)

14. Royal British Legion: Get your parish prepared for Remembrance Day

I am writing to you from **Royal British Legion Industries** about getting your Parish Council ready for the upcoming **national period of Remembrance** this November by installing a **veteran-made Tommy Statue**.

As a charity, RBLI is dedicated to providing stable, permanent employment for disadvantaged veterans and those with disabilities. As part of their employment, our veterans produce the iconic **Tommy**; a symbolic military figure that has become a nationally recognised symbol of Remembrance in villages, towns and cities across the country.

As the nation prepares for our period of Remembrance this November, I am hoping that your Parish Council will join the hundreds of others across the country in **installing a Tommy statue**.



£175 per Tommy plus £25 shipping



£650 per Tommy + FREE shipping

The Tommy acts as a poignant and permanent reminder of the fallen, allowing across the nation to come together and collectively **support our Armed Forces community** not only during the Remembrance period, but all year round.

To further decorate your for the Remembrance period, Tommy Lamp Post Signs and Remembrance Flags are available, allowing you to show your support over the month of November.



£15.99 plus shipping



From £3.24 plus shipping

Lisa Farmer, Chief Executive, Royal British Legion Industries

15. Proposal for all Parish Cllrs to have dedicated RPC email accounts (Enclosure 3)

16. Village Clean-up day (deferred from the previous meeting)

17. Correspondence

17.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

17.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

ROLLESTON ON DOVE PARISH COUNCIL
RECEIPTS AND PAYMENTS TO 30 SEPTEMBER 2022

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	Actual to 30/09/22 £
100	Income			
1076	Precept	73,100	87,700	87,700
1090	Interest Received	6	6	11
1100	Grants & Donations Received	41,060	-	200
1110	Council Tax Support Grant	1,665	1,665	1,665
1200	Garden rents	125	125	125
1220	Allotment rents	10	15	20
1250	Football pitch fees	290	200	50
1270	SCC: Annual grass cutting	4,837	3,628	3,700
1999	Other income	634	-	129
	Income	121,727	93,339	93,600

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	Actual to 30/09/22 £
200	Administration			
4000	Staff salary	17,503	17,150	8,580
4020	Employer's National Insurance	1,195	1,090	607
4030	Payroll Services	90	90	-
4050	Use of Home as Office	178	178	89
4100	Insurance	1,106	1,106	1,141
4110	Audit Fees	472	500	543
4120	Photocopier: Rental/Maint.	378	378	189
4121	Photocopier: Copy charge	485	600	162
4125	Stationery	158	200	135
4127	Village Directory	58	150	-
4130	Postage	360	400	317
4140	Council mobile	158	175	92
4150	Subscriptions	537	600	547
4160	Training	510	500	30
4180	Room hire	185	340	140
4190	Mileage expenses	243	250	49
4195	Parking fees	5	9	2
4200	Play areas	7,000	10,000	748
4205	Craythorne barrier: Lock/unlock	530	1,825	920
4210	RPC Website	137	100	30
4211	Village website	46	45	23
4220	IT/Software	258	300	271
4230	s.137 Expenditure	67	100	-
4240	Mowing contract	13,898	17,000	7,656
4250	Bin emptying	3,886	4,000	2,038
4260	Trees	3,722	4,000	1,330
4265	Plants for planters	625	750	400
4270	Environmental contract	12,827	15,000	6,065
4300	Projects	-	10,000	-
4310	Professional fees	-	5,000	-
4320	Capital expenditure	591	800	-
4330	Other administration	1,491	2,000	1,810
4999	Contingency	4,227	5,000	2,181
	Expenditure	72,926	99,636	36,096
	TOTAL EXPENDITURE	72,926	99,636	36,096
	TOTAL INCOME	121,727	93,339	93,600
	NET INCOME OVER EXPENDITURE	48,801	- 6,297	57,504

Earmarked Reserves (EMRs)

Coding	Description	Opening funds 01/04/2022 £	Movement in funds to date £	Funds as at 30/09/22 £
320	Environmental improvements	3,111	-304	2,807
322	Brook Hollows	50,000	0	50,000
325	Play Areas	3,642	0	3,642
326	Andy Starbuck seat	351	-351	-
327	s106 College Fields	-	11,753	11,753
	TOTAL	57,104	11,098	68,202

**Rolleston on Dove Parish Council
10 October 2022**

**Agenda item no. 15
Proposal for all Parish Councillors to have dedicated RPC email accounts**

All Parish Councillors have given permission for their personal details to be included on the website and these are therefore publicly available to anyone. It has been reported that spam emails are increasingly being sent to all councillors and a query was put as to how these can be stopped.

All the current email addresses are personal ones and as such any spam issues should be raised with the individual email providers, spam emails can also be forwarded to report@phishing.gov.uk and the National Cyber Security Centre (NCSC) will investigate them.

The Clerk contacted IONOS (who also host the council's website) and they offered the following email package:

Mail Basic 5

£2.00 per month plus VAT

5 email accounts to within 2Gb each (approx 10,000 emails)

Free domain

Ad-free email

Spam filter

Webmail

Synchronised on all devices

24/7 expert support

If the council agrees to take this option it is suggested that 3 Mail Basic 5 packages would be required (one email address for each councillor, one email address each for up to 2 youth representatives, leaving 2 "spare"*) = £6pm plus VAT (£72pa plus VAT).

The email address could look something like: name@rollestonondovepc.com (this would tie in with the website address for which the council already has the domain).

It would have the added bonus of separating council and personal email traffic and the use of separate email accounts for councillors is heavily encouraged by the ICO and NALC for data protection purposes.

*The Clerk would need to retain the current rollestonpc@outlook.com email address as the 2Gb limit would be far too small.